Time Management

Presented by
Thomas Roe, PsyD
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Components of Time Management

- Goals
- Balancing multiple responsibilities
- Scheduling
- Stress Management and Self-care

Scenario

The scenarios are fabricated and do not reflect a particular person in the department

Betty is busy. She is a fulltime graduate student. She works 20 hours/week in her lab, 15 hours/week as a TA, and 5 hours/week volunteering as a yoga instructor. She also is active in her fields' national association and trains for triathlons. Betty must find time to go to class and study, work and commute to Sacramento, manage her social life, train for her triathlon, and fit in some time for herself. Betty has been feeling especially exhausted because she doesn't feel she's doing any of these jobs well and rarely has time to just hang out with family and friends. What can Betty do to improve her life?
Goals

What are my...
- values/beliefs?
- goals for this quarter?
- goals for this week?
- goals for today?

Balancing Multiple Priorities

1. Use an active to-do list
   - Have with you at all times
   - Prioritize
   - Indicate reason an item is on your list
2. Cut out (or limit) unnecessary responsibilities
3. Limit (or eliminate) TV
4. Do one thing at a time
5. Clear your desk- organize
6. Do most important/difficult/time consuming things first
7. Bulk actions together (Chunking)
   - Write multiple emails during a block of time
8. Avoid Distractions when working
   - Turn off TV and cell
   - Find somewhere quiet where you won’t be interrupted
9. Learn how to say no; Set boundaries
How do you determine what to do first?

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<th>Priority</th>
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<th>Not Due Soon</th>
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**Time Bandit**

- Activities that don’t move you toward your goals.
Time Log

Track your time at 30 or 60 minute intervals for a few days.

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Scheduling

- Have one
- Schedule/plan your week
- **Aim Low/Baby Steps**
- Set Limits (if study for one hour, do not go over)
- Break up study time in 45-60 minute blocks
- Schedule difficult tasks in the morning
- Schedule for alone time
- Schedule time for fun
Stress Management and Self-care

- Take a few deep breaths from the stomach
- Stretch/Push-Ups/Sit Ups
- Get some fresh air/ Take a walk
- Call a friend and family member
- Drink water/Take Vitamins
- SLEEP!
- Have Fun!

Scenario

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CAPS
Counseling and Psychological Services
Student Health and Counseling Services

- North Hall
- 8-4:30pm M-F
- Individual, Couples, and Group Counseling
- Stress and Wellness Workshops (Wellness Wednesdays)
- ‘The House’ and ‘The Mind Spa’
- No cost to registered students
- Psychiatry

www.caps.ucdavis.edu

Questions?

- Thank you