Pro-Tips for Time Management

KAITLIN HENNESSY: Hello, everyone, and welcome to Pro-tips for Time Management. My name is Kaitlin Hennessy. I'm the Program Coordinator at the Global Connections. And here at Global Connections, we aim to provide online students with co and extracurricular programming, wherever they have an internet connection.

And tonight, joining us is Bogdan from Health and Wellness Services. Bogdan is a recent graduate from Washington State University, and he received his bachelor's in both psychology and sports science. He's currently a health educator here and provides presentations throughout campus on a variety of health-related topics.

Now tonight, as many of you are already doing, please use the chatbox to discuss content, ask questions, and also let me know if you're having any technical difficulties. I'll do my best to help you. Tonight's presentation and webinar is interactive, so the presenter will be asking questions. And please feel free to give your opinions in the chatbox. And also, we'll be doing some polling. The polls will pop up in the center of your screen, and you'll just select whichever answer you think is most appropriate for you.

All right, I'm going to turn it over to the presenter now. And I'll be seeing you in the chat box.Thank you.

BOGDAN GONCHARUK: All right, y'all. Welcome to Time Management. Like Kaitlin said, my name is Bogdan. I'm a health educator at Health and Wellness at WSU on our campus, Pullman Campus. And this is what I do. I talk about time management.

Now today's workshop is going to be geared towards a wide variety of audiences. The hard skills will be geared at the beginners, people that don't have too many time management skills yet. But if you're an expert planner, there are still some things that you can take away today.

So some objectives for us today are identifying our current time management strategies and some of our areas of improvement. So to begin the making change, we need to start by reflecting on what we are currently doing. That's what we're going to start off with. Then we're going to learn a little bit about procrastination, what contributes to procrastination, and some effective solutions to reduce procrastination and deal with that and get things done. And then thirdly, we're just going to try to take away three strategies that are good for us to manage our time more effectively.

So I wanted to begin by doing a little reflection. Now I wanted to ask you, what are some common tasks that you have to fit into your own schedule? Now I would love a little bit of feedback from you at this point, if you could use the chatbox to tell me what are things you typically have to put on your schedule. I'll give you about 10 to 20 seconds to do that. Sarah

says, work and school. Those are the big ones, yep. Holly says that she puts everything on there. Picking kids up from school. Work, work, and work. [? Kali ?] says, even putting shower on the planner. Good.

So some other things that we typically put on are-- yeah, first of all, the big one is our classes. Definitely have to put. Those go on there first. Most important, we got to get to class. Our work, another very important thing. We can't miss work.

Not everyone puts exercise on their planners, but it might be a good idea to start putting exercise on our planners and calendars and schedules so that we're able to set aside some time to stay healthy. Meals is another good one. Setting aside enough time to eat healthy food and eat slowly is a good idea.

Sleeping. Cutting out enough time, at least eight hours for adults, to sleep every single night. Make sure you have enough time to wind down every night. Study time. Downtime. So just doing nothing, and doing the activities that you just want to do for fun. That's important. And then family time, catching up with friends, calling mom, dad, brother, and sister, and having those connections with people that we know and trust to make us feel safe is really important to our overall well-being.

Various appointments. So going to the doctor, going to the dentist, meeting with your advisor. Those are all really important things to put in on your schedule and make sure they don't interfere with other things. And then lastly, is there anything else that nobody has mentioned or is not on this list? I'll give you 10 seconds. Any other ones I've missed? Great, looks like we've hit them all.

Another question for reflection. What are some of the things that get in their way of completing those tasks? Again, I want to hear from you. If you want to take 10 to 20 second to think about it, and then start sending those responses through the chatbox. So what keeps us from getting our things done? We have a schedule, but things are getting in the way. What is it?

OK, Holly says getting sick. Getting caught up with e-mails, phone calls. Too much going on. Heather says, unexpected events, definitely. And then Kaitlin says, [INAUDIBLE] thinking that you should be doing something else. I think we'll be talking about that a little bit too in this workshop. All righty.

So some of the basic categories that I thought of that we can put some of these things into are feeling really stressed out and having to find something else to bring the stress down. When we have challenging tasks, that's related to procrastination. So putting things off and doing them later. Being distracted, which is also related to procrastinate and stress. So going online, checking our social media, updating our Instagram, things like that. Netflix, going out with friends instead of writing that paper or doing that assignment. And then just feeling like you're not having enough time. You got things to do, but you're just not getting everywhere. So we're going to briefly touch on all of those topics in this workshop.

All right. I want to introduce to you two general coping methods. So we generally cope in two methods, one of which is emotion-focused coping. Now emotion-focused coping is simply managing any unpleasant emotions associated with stress, the particular task that we have at hand. Now people who we tend to gravitate towards emotion-focused coping and use only that method, usually they display some avoidance behavior, like procrastination, avoiding that assignment, going out. But also, it's linked to substance abuse and aggression.

The other big category for coping is problem-focused coping. That's simply identifying a specific issue, making and executing a plan to address it. Now this way of coping is linked to decreased stress, better academic performance, and better relationships.

Now it's important for us to use both types of coping. We don't use just one or the other. Sometimes, we are way too overwhelmed with school, work, and other things. And we do need to go on a run to bring our stress down. We do need to go call our friend and deal with our emotions. But there needs to be a balance. It shouldn't be just one or the other. So today, I'm going to hopefully introduce you to a couple problem-focused coping to help keep that stress down that often gets prevents us from getting to the things that we need to do.

I want to begin by talking about self-compassion and procrastination, how they're related. Not a lot of people think of self-compassion as a tool for time management, but it's actually huge. And there's a lot of research to back it up.

So starting off with procrastination. Procrastination can happen for a lot of reasons. But one of the big ones is feeling too overwhelmed or stressed out by a task. Feeling a little emotional about it, and so we avoid that task and push it back. So instead of scheduling an appointment with our group to get a group project done, we might start cleaning the apartment because scrubbing toilets and floors is a lot more pleasant than meeting with our group some time at school.

And then self-criticism. Typically, when we notice that we're procrastinating, we might feel a little bit of guild, and we beat ourselves up for it, like I knew I had this time management workshop coming up. I didn't prepare well. Now I feel really nervous. And gosh, darn it, Bogdan. You messed up again. And we believe that, by using self-criticism, a lot of the times we can motivate ourselves to perform better and do things.

Now opposite of self-criticism is actually self-compassion. So what is self-compassion? The easiest way to think of self-compassion is thinking about how your best friend would speak to you if you were going through a rough time. So instead of kicking yourself in the leg or beating yourself up for something, you say, hey. I know I'm procrastinating right now. I feel a little guilty about it. Everybody does it at some point. Right now, I need to just take care of my needs at this moment, and I'm going to give it another shot tomorrow.

So how does that relate to stress? When we're able to be kind to ourselves and understanding towards ourselves, that usually decreases a lot of negative emotions associated with the task at hand, including doubt and self-criticism and anxiety and stress. Just reduces that a little bit.

And how does that relate to productivity? So when we're able to reduce those negative feelings like doubt or frustration and stress because we're procrastinating, our chances that we're going to give that task another shot in the future go up. And our chances for procrastinating with that task actually go down if we're able to be kind to ourselves and reduce those negative feelings associated with that task.

So this can actually feel pretty counter-intuitive for most people that are addicted to stress and are heavy self-critiques. Some people actually believe that if they're not hard on themselves, they will never get things done. And they will just turn into lazy slobs and won't go anywhere in life. That's an actual belief of people. But the research actually shows that that's not true. People who criticize themselves more tend to procrastinate more and take longer on their tasks than people who criticize themselves less.

And there was actually a study done on college students who gave us a little bit of self-reported data. We found out that people with higher levels of self-compassion actually procrastinated less than the people with lower levels of self-compassion. And they usually finished tasks quicker and enjoyed the process a lot more.

Now if you want to find out more about self-compassion and how its related to productivity and see a little bit more of the research, I would recommend looking up the Neuroscience of Change by Kelly McGonigal. Going She has an audiobook on Amazon. It's not too expensive, and she goes into the neuroscience of how that works. And then there's also a book by Kristin Neff that I've recently read on self-compassion, and she also introduces a lot of research. And she talks about how you can actually practice self-compassion to be able to achieve your goals.

So how do we do? We're going to practice here in just a minute. But here are the basic components of self-compassion. First of all, you want to be mindful. When you know you've procrastinated, you know you're upset with yourself. You want to just bring some awareness to that feeling of being upset, and maybe it's feelings of shame and doubt. And you feel like a failure. Just be mindful of that. Kind of notice that that's what you're feeling. And then trying to obtain a balanced view of yourself in the whole situation. Remember that you're not the only one that's ever done that. And sometimes, you do need to do other tasks to make yourself feel better and to reduce that stress.

The second component is self-kindness. Once you become mindful of that feeling of guilt, just give yourself some understanding and warmth. Talk to yourself the way a good friend would talk to you if you were feeling down.

And then remember, common humanity. You're part of a larger picture. You're not the only one that messes up. You're not the one that fails. And you're not the only one that procrastinates. It

happens to us all. And when you think of yourself as this piece of a bigger picture, a lot of times, that just reduces the stress and helps you be kinder to yourself.

Now I'm going to give you an example, or a scenario. I want you to read and spend 10 to 20 seconds thinking about the scenario. And then think about how you can be self-compassionate to yourself in this situation.

So imagine that you plan to work on a big paper today, but you spent the entire night watching Netflix instead. How might you normally feel about this? And how can you think about this in a self-compassion. Now you don't need to send in your responses for this. I just want you to reflect and think about it.

OK, so one very simple thing that I wrote as an example of what you could say is this. I feel a little bit guilty right now, but everyone procrastinates at some point. It's OK. I needed this break. I need to take care of my current needs. I can give it another shot tomorrow. So we're reducing that guilt. We're being kind. We're noticing that we're feeling guilt. And then remembering that we're not the only ones experiencing this.

How about one more shot. I'm going to give you another scenario. We're going to do this one more time. I want you to imagine this time that you finished taking an exam. And immediately, you knew you didn't do well. Also, imagine that you knew it was because you were procrastinating this past week, and you didn't get to study as much as you'd hope. How might you normally feel about this? I know how I would. And how can you think about this in a self-compassionate and productive way? Giving about 10 to 20 seconds to think about it here.

All righty. So I know that years ago, the way I would feel after an exam that I didn't do well on and I didn't for. I might turn red in the face and just be so frustrated with myself for not studying and think that this is a habit that I can't break. I'd feel like a failure. And I'd probably put off studying for the next exam again because I'm so stressed out about it. And I just hate the whole idea of exams and all that, so I'll push it back.

But if I'm going to think about it self-compassionately, this is what I might say to myself. Man, it feels bad to not do well. But that's OK. Everybody messes up sometimes. Everybody fails. I'll just plan to talk to the TA to get extra help and be more prepared next time. That's a very simple way to put it. You can practice self-compassionate to a level that you need to to make you feel better and to reduce those feelings of stress.

So practicing self-compassion and getting into that habit can be really tough. A lot of people just have a habit of self-critique. And it's hard to remember to be self-compassionate in the moment. So something that I like to do is anything that I want to remember, I make a little poster out it. And I'll write self-compassion. And I'll put it onto my wall above my workplace, so that way, when I'm feeling overwhelmed and stressed and self-critical, I can just look up, see, and then remember to be kind to myself.

All right. Making a little bit of a transition here. I want to introduce you to the Pomodoro technique. Now a lot of professionals use this technique, but this is something that I just learned this year. So a lot of times when we go into a big task and we finally found the energy and the motivation to buckle down and get things done, we treat our task like it's a sprint. We got all out. No breaks, no breaths. Getting it done in the next three to four hours. And that might work for the first 30 minutes, hour, maybe two or three, if you're really, really good. But people tend to start burning out. And then you start noticing that after a couple hours, you're becoming more and more distracted. You're starting to reach for your social media, for your phone. And you're not as productive anymore.

So with the Pomodoro technique, it forces you to pace yourself and treat this task more like a marathon instead of a sprint. The way it does is it forces you to take little breaks in between. We call this the 80/20 principle. So that means for 80% of the time, you're working. And for 20% of the time, you're taking a break.

What that looks like for me is 25 minutes of work and that a scheduled five minute break. That way, I'm not burnt out. My mind is clear. I got to check my social media, all of that. And then I come back for another 25 minute session. You can do that about four times. And then take a longer break after four times. Take a lunch or something like that. Usually using this technique, you're able to study or do your task a lot longer. And you get more done, and you're more productive than if you were to try to do as much as you can without taking a break.

Now I want to introduce you to an app that helps you do just that. It's called Be Focused. You can find it on the app store. Most of these apps are free or very, very cheap. You will notice that it has a timer that counts down from 25 minutes or whatever you set it to. And then it goes to your five minute break and then back. It also has an option to make a to-do list and check things off as you go. So you can see your progress. And then it tracts your progress of how focused you were over the week or over the year on a different page. So really cool little app. You can also find things like this online. Another one is called a Tomato Timer, does the same thing.

All right. We're going to move into talking about planners. So I want to know a little bit about y'all. I want to know how many of you use the following, a personal planner, so a smaller one, a big wall or desk calendar, a calendar on your phone, or a calendar on your computer, or do you use all of them? Now we're going to do a poll. Kaitlin's going to put a poll. And I want you to click the one that you use. Select numbers 1 through 5. All right, waiting for their responses to come in.

All righty. So we have a lot of people using personal planners, so most people using planners. A good chunk of us using all of the planners, which I'm pretty surprised about. And then we have a couple using the phone or the computer. Cool.

Now let's talk about them. So planners. I'm going to first talk about the big wall/desk planner. This is one that I have in my apartment. I got it at Wal-Mart, very cheap, very easy to write on. It's boom. It's in your face. You can hang it on the mirror. Places where you frequently look, so

right by the door. First thing in the morning, you look at it. You know exactly what's going on today. It's easier to write in all the details. However, it's hard to take it places if you wanted to.

So that's why you buy a personal planner. Also, you can get that at Wal-Mart for a really good price. The cool thing about a personal planner is that it's small. You can put it into your bag and take it to a work meeting and take it to class, whip it out, put things down immediately.

Also, there is the email, calendar. And as far as I know, you all should have a WSU email that is connected to a calendar and has an app that you can access a calendar. And this one is really cool because with that one, you could color code it. You can set reminders. You can invite people to events so that they know, and it pops up on their calendar. There's a lot of really cool things that you can do on an internet calendar. I use this one a lot, too.

And then lastly, there's stuff that you can use. There's a calendar that you can use on most smartphones. And here's the really, really cool thing. I found this out a couple of years ago. And this was a game changer. You can sync your phone to your online calendar. So whatever you put onto your calendar at work or on your desktop, it'll go to your phone so that when you're at the grocery store or anywhere, you can just quickly look at your phone and know exactly what's going on. And you can get the same alerts and reminders that you set on your desktop. Really cool.

So what I would recommend is that you use all of these calendars. You have one at home. You have one on your desk, on your wall. You have a planner that you can take to meeting in case you can't take your phone into your meeting. And then you have your phone and your work calendar. There's no way to forget things.

Now if you're a typical student, which most of us are, and you get a syllabus or syllabi at the beginning of the semester, you might have a very light load that first week of classes. We call it syllabus week, but not everyone gets that. But if you do have a little bit of downtime, this is a really good time to flip to the last two pages, where you have all of those dates, the due dates, the assignments. Take all of those and spend a chunk of time plugging all of them into all of your calendars for the rest of the semester. That way, you don't have to keep coming back to your syllabus. And everything's there, and you know your heavy weeks. You know what's going on at all times.

Now this was another big game changer for me. I used to sometimes forget to go to lab. I forgot about assignments. I would always stress out about exams and have to dig through the syllabus to remember when the exam is. Once I started doing this, stress-free all semester, never forgetting things.

So a couple of tips and tricks about using planners. You want to remember to schedule things immediately. If you don't put things on your schedule right away, with all the things you have going on, you're going to forget something important at some point. So put it on your calendar, whether it's on your phone or your personal calendar. Write it down ASAP.

Also, if you know things are coming up in the future, like you syllabus, plan for the future. Put all those things down. Like I said, schedule ahead of time, way ahead of time. Save you trouble in the long term, and you don't forget anything.

Make sure that if you update your calendar electronically, that you also match that on your other calendars and write it in on your big calendar or your personal calendar. So that whatever you look at, you know exactly what's going on.

And then include everything. This can include, like we talked about earlier, exercise, nap time, eating time, eating slowly, study time, time for yourself, volunteer time. The list can go on and on. Put everything on your calendar, and it'll help you notice what your heavy weeks are so that if you have a heavy academic week, maybe you can ask for a work shift to be covered by a coworker and lighten that load in the future. So put everything on there. Make sure your work doesn't interfere with your personal life, vice versa.

And then, if you're using a phone or a desktop calendar, remember, you have those cool little alerts and reminders. So my phone will have ding at least 15 minutes before I have to be somewhere or do something to remind me so that it's on my mind, and I'm ready to go. And I don't have to keep checking my calendar. I also get a text message from my email every single morning, telling me, hey, these are the big things going on today so that my mind is starting to prepare itself to get to places on time and to just be ready to be engaged when I'm there.

Use different colors. Organize and sort things to make things pop and stand out to help you stay organized. And then remember to leave wiggle room. So we tend to plan to reduce our stress, right? But sometimes, if we don't leave any wiggle room, we end up being stressed out because we're rushing from one thing to the next. And we don't have any time to catch our breath, unwind, and prepare for the next task. So definitely leave yourself cushioned and time to just breathe before you have to go into another presentation or a meeting.

So you've been planning ahead. You've been using a calendar and a planner. You have the big picture mapped out. Now you're sitting down to actually get a task done. Your to-do list is your plan, like how am I going to do this for the week. What am I doing today? And what am I doing at this moment with this task? And the most simple way to do it-- a lot of people start out with doing sticky notes or just writing things down. You can have those up on your desktop now. It's a good starting place if you're not already making to-do lists. However, there are more advanced and sophisticated ways of doing it. And I'll tell you about two more in just a second.

So some pointers for doing to-do list is you want to try to be specific. So you'll notice in the one that I just circled with the green, it's specifically telling you what to do. Study for psych exam, doesn't just say psych exam. And it says what day the exam is on too. It says, check tire pressure. It gives you a lot of verbs to tell you what you actually have to do. The more specific you are, that easier it is for you to get that task done and know what it's talking about later.

The other thing you want to do is break a big task into smaller tasks. So you'll notice on the left, I say read psych chapter 3. Cool, that's what I can do today. But when I actually sit down to study, you'll see on the right, I've broken that big task into a lot of different things. So I'm skimming through the chapter, highlighting things that I don't really know, making flashcards for any vocab that pops up, and then I'm drawing diagrams and exploring things that I've highlighted that I don't know. So now I've built a step-by-step plan for that specific task. That will make it feel less overwhelming if I hadn't broken it up.

Another way you can do task lists-- you have one attached to your WSU email. If you press on top left-hand corner where all your apps are, you'll notice you have one app that says Tasks. You press that button, press New Task. And then you can give your task a name, even set a due date for it, and then type up a description and all the details below. And I believe you have an option to invite people to help you with this task. So cool little thing to do. Looks like I made a couple on the left-hand side, like cleaning the living room, start on the paper, call mom, and then mail money. So this can also pop up on your phone, too. You can sync it up with your phone.

Another cool one. A lot more sophisticated is Google Keep. I've only played around with this one. With this one, like you see on the right-hand side in the blue, you're able to draw pictures, be creative. You can have a checklist. And then once you press the square, it crosses it off, which is a very satisfying feeling, seeing the tasks disappear and being crossed off. Again, you can make it a team effort and invite people to these tasks. You just need to have a Google account. I'll let you explore that if you're interested in that, but a really cool way to stay organized and break up your tasks.

All right. Now I want to introduce you to the idea of decision fatigue. This idea is quite simple. It basically says that we have a finite source, a limited source of making decisions. So should I eat that dessert, or should I eat that healthy food? Should I go work out today, or should I just rest today? Every time we make a decision, we kind of tap into our decision bank, like you see in this little picture here. And we have less decisions to make. At some point after we've had to make a lot of self-disciplined decisions throughout the day, we have run out. And we begin making choices that we normally wouldn't want to make. This is called decision fatigue.

So basic idea here, or a solution here, is if you can create a routine in your schedule, like this is what I do in the morning when I wake up. I put on my shoes. I drink water. I go to the gym. I come back. I eat. And you have a routine that you do a lot of times. Over time, you don't have to think about it anymore. And you don't have to make that hard decision, so it's a lot easier to go ahead and just do it. And you can save that decision bank for the end of the day when you really need when you're home. So make a routine, and that's a little solution for that.

Now balance. Another really important topic in time management. So that circle that you're looking at in the middle of the screen, it's the wellness wheel. A lot of them have different amounts of components. This one looks like it has about seven. So you got your finances, your

emotional well-being, spiritual, environmental, physical, and social. The idea here is that you want to take care of all different aspects of your life to stay happy and healthy.

Now let's say if you're very committed to your academics, you really want a 4.0, and you're just academically driven. So you're putting a lot of time into studying. You're see your TA. You're seeing your professor. And everything, all your energy is devoted to your academics. So maybe you're neglecting a little bit of your physical needs and your financial needs. You don't have a job, maybe. And you're not taking care of your emotions as much. You might be getting those good grades and getting that GPA.

But what you're doing is building this unbalanced Jenga tower, where you're only taking care of one side. And it's building up nice and tall. And then you get a little unbalanced. And then because you weren't taking care of your health, you get a little sick. And then you're out for a day or two. You're missing classes now, and it's affecting your knowledge about class topics. And then maybe if you do show up, you have a hard time focusing and things like that. So that idea's here. If you want to sustain your goals long-term, don't forget to schedule in a lot of different things from the well-being wheel to be very holistic and balanced when you're going throughout your week.

OK, I'm going to take that idea of balance, and I'm going to look at this example of a-- I don't know whose schedule this is, but an example schedule. You'll see they get up around 8:00 in the morning, and they end their night about 9:00. In the comment box below, give me a little feedback. Based on that wellness wheel, what is good here? Give me some good things. And what could use some improvement? I want to hear from you now.

So it looks like we're working a full-time job. Going to sleep pretty early. That's good. Absolutely, thank you, Heather. Having a lunch and dinner. So winding time in the end of the day is a good one. That's from Holly. Thank you, Holly. But Sarah says, it looks like we could improve our physical activity. Absolutely true. Any other things? Yeah, I doesn't say anything about family time and social time. Thank you, [? Kiera. ?] When are we hanging out? When are we laughing and goofing off with our buddies, going out for a drink? That is really important because when we're spending time with people people that we love and trust, we tend to have chemicals that run through our veins that make us feel better and feel more motivated and feel more courageous so that we can take those risks at work the next day. Great, OK, good.

I want to do one more example. Tell me if things have improved here. What are they, and what are things that could still use a little more work? What are you seeing here? Yeah, thanks, [? Kiera. ?] It looks like we've improved our social time a lot. So it looks like we're doing something every night of the week. Holly says, the financial is missing. Do we have a job? Where is this income coming from to support our social needs, right? Absolutely. OK.

Family time is not scheduled. Thank you, [? Kiera. ?] Absolutely. When are we calling mom and dad to check in, right? Absolutely a good point. And it looks like Holly's saying, spiritual and emotional is missing as well.

Were there any other good things besides social on this schedule? Yeah, absolutely. Thank you, [? Dinora. ?] Nap time is great. It looks like maybe we're not getting enough sleep that night because we're socializing a lot. I don't know when they're waking up in the morning or when they're going to bed at night. But naps can be good for you.

And then Holly says that there is a routine, which is good. And they're getting a variety of things done. Great. But could still use a little bit of tweaking with getting a job. And it looks like they're a student, and I don't see any study scheduled. They're going to the gym, so that's good. Right on, awesome. So things to think about when you're building your schedule. Trying to find balance.

Now here's another question for reflection. Is there anything that you've been leaving off of your schedule that you might be considering adding back to your schedule to make yourself a little bit more balanced? And this is one if you feel comfortable sharing, please go ahead and say something in that chatbox.

Thank you, Sarah. Studying time is a very important thing that we all definitely need to schedule in and sit down and do. I feel you. I just graduated, though, but I was definitely there just not too long ago. Corey says, exercise. Thank you. Sometimes, we have every intention to become healthier in the new year, exercise, but we never actually sit down and plan on how we're going to do that and when we're going to do that. It's definitely an important thing to schedule. And some of us, like perhaps Sarah, are doing a lot in college. And we tend to forget to schedule time just for us to relax, to do the things we want to doing, and enjoy our guilty pleasures. Absolutely, me time is important. Thank you.

All righty. Moving on here. I think this is the last thing I want to introduce you to is self-control. Now I'm talking about the app and an actual thing, self-control. So when we're sitting down to do a task, to do our homework, to study, whatever it is, if we have a lot of distractions right there, if we have the TV playing, if we have our phone in front of us, this and that, it's really easy to compulsively just reach for your phone, reach for the remote, go to this website, go to that website, and get distracted and not be as productive. Very normal, very natural thing to do.

So with this app, it's called Self Control. You can find it on the app store. Now the only really good one I found, I believe I had to pay a very, very small price for. But basically, what it does is you can put all the websites that typically distract you on your phone or on your Mac computer, you can put it into this app and then set a time for when you want these apps blocked. And this app will block all those websites until the time runs out. Now even if you deleted this app, or restarted your computer, you still would not be able to access those websites that you indicated.

So some of these are free. There's other ones where it gives you a very complicated password that you cannot remember. And it won't give you the password to your social media until the timer runs out. So cool little tricks here to do. But remember, this is for Mac users. So Mac

phone or software and Mac desktop users. But there might be other apps and programs for other softwares.

OK, so let's just do a little recap for the little things that we've learned today. We have learned that we tend to cope in two different ways. We try to cope by improving our emotions, so emotion-focused. And then some people tend to cope more by problem-focused, so like finding out the problem is finding a solution. It's good to be balanced and not just do one or the other.

Self-compassion will help with that emotion-focused coping. It will help reduce the stress and the negative feelings that we feel when we've procrastinated or failed with a task. Positive self-talk is part of self-compassion. It helps us reduce those negative feelings, increasing the chance that we will attempt that task the next time. And we won't procrastinate as much, and we'll enjoy that task more the next time we try it.

80/20 rule or the Pomodoro technique basically says, when you're working for 80% of the time, you're hanging out for 20% of the time. Gives you a little bit of balance. Gives you a little break so that you could work for a longer period of time.

Use planners. Use all the planners. Personal planners, big calendars, planners on your phone, on your email. Use all of them. Sync them up. And then plan ahead of time. And use those alerts and reminders. They have saved me so many times.

Make a to-do list. Remember to be very specific. And then break those big tasks into little, little, little, tiny, doable tasks so that the task, overall, doesn't seem so overwhelming. And we have a little bit of direction of what we're doing with big tasks.

And then remember to avoid decision fatigue by creating routines that you don't have to think about anymore, saving all those hard decisions for later in the day when we need them. Create a healthy balance in your schedule by planning to exercise, sleep, eat well, catch up with family and friends, to work, study, and take care of all of our different needs, and not just one area of our lives.

And then remove your distractions, whether it's physically or downloading an app called-- what was it-- Self Control on to your phone or computer to help you stay focused on one task instead of doing a lot at once and being less productive.

All right. This is the chance that if you had any questions, I can attempt to answer them. So if you have any questions, go ahead and type something up in the comment box. And I'll go ahead and give it my best shot. And while you're talking, I just want to say that if you had any other specific questions for me, go ahead and email me at HWS.Programs@wsu.edu. We will also be posting this webinar online afterword so that if you wanted to come back and re-listen or visit any of the items from this presentation, you can go and access it.

KAITLIN HENNESSY: Bogdan, our first question comes in from Holly. It asks, I know you mentioned that you recently graduated, what was your major? This is really interesting content you have studied.

BOGDAN GONCHARUK: Yeah, thanks for asking Holly. So I had to two undergraduate degrees. I first got my degree in sports science, so a lot of exercise-related stuff. And then I got a second degree in psychology.

KAITLIN HENNESSY: Thanks, Bogdan. And another question we have asks, so of all the time management techniques that you mentioned, what has been most helpful to you personally or is your top tip?

BOGDAN GONCHARUK: Oh, OK. I'll give you two. There are two really big things that really helped me. Using all the planners and scheduling way, way in advanced. Taking the syllabus and putting it onto your calendar first week of school, that was the biggest game changer for me. The second one that I've been wrestling and learning how to do is that whole self-compassion thing, like practicing being kind and understanding to myself and reducing some of that guilt, anxiety, and shame associated with failing at tasks or procrastinating. That one has been also slowly improving, and I have seen how I've attempted tasks again and again, more often that I would have in the past, just because I've reduced some of that stress.

KAITLIN HENNESSY: Excellent, thank you so much. And if anyone else has questions, please get them into the chatbox now. Otherwise, let us know what you thought of tonight's program using the survey link that I put in the chatbox earlier. I will put it in again here.

Our next program for Global Connections will meet tomorrow evening on September 20 at 6:30 PM. And it is with the Global Campus career counselor, Chris Miller. And he is doing a webinar on career interest assessments, so finding the right career for you. And that looks like all we have for tonight. And thank you so much for coming out, Bogdan. We really liked having you.