

Time Management

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Learning Objectives:

1. Identify current time management strategies, areas of improvement
2. Learn about procrastination, contributing factors, and effective solutions
3. Identify 3 strategies to manage time effectively



What are some common tasks that you have to fit into your schedule?

- Class
- Work
- Exercise
- Meals
- Sleep
- Study Time
- Down Time
- Family Time
- Various Appointments

Any others?



Barriers

What are some of the things that get in the way of you completing those tasks?

- Stress
- Procrastination
- Distractions
- Not enough time

Coping methods

1. Emotion-focused Coping

- Managing unpleasant emotions associated with stress
- **Linked to avoidance (procrastination), substance abuse and aggression**

2. Problem-focused Coping

- Identifying specific issue, making and executing a plan to address it.
- **Linked to decreased stress, better academic performance and happier relationships**



Self-compassion and Procrastination (vs. self-criticism)

- What is it?
- How does it relate to stress?
- How does it relate to productivity?



- The Neuroscience of Change: A Compassion-Based Program for Personal Transformation by **Kelly McGonigal**— Audiobook
- Self-Compassion: The Proven Power of Being Kind to Yourself by **Kristin Neff**—book

How to be Self-Compassionate

- Be Mindful
 - Notice that you are suffering
 - Obtain a balanced view of your short coming
- Self-Kindness
 - Offer yourself warmth and understanding toward yourself when you suffer, fail, or feel inadequate
- Common Humanity
 - Realize that suffering, failure, and imperfection is part of the shared human experience

1. Imagine that you planned to work on a big paper today but you spend the entire night watching Netflix instead. How might you normally feel about this? How can you think about this in a self-compassionate way?

- *I feel a little bit guilty but everyone procrastinates at some point. It's ok. I needed this break. I can give it another shot tomorrow.*

How to be Self-Compassionate

- Mindfulness
 - Notice that you are suffering
 - Obtain a balanced view of your short coming
- Self-Kindness
 - Being warm and understanding toward yourself when you suffer, fail, or feel inadequate
- Common Humanity
 - Realize that suffering, failure, and imperfection is part of the shared human experience
- 2. Imagine that you finished taking an exam and knew that you didn't do well. Also imagine that it was because you were procrastinating this past week and didn't get to study. How might you normally feel about this? How can you think about this in a self-compassionate way?
 - *It feels bad to not do well. But that's ok. Everybody fails some time. I'll just plan to talk to the TA to get extra help to be more prepared next time.*

Pomodoro Technique:

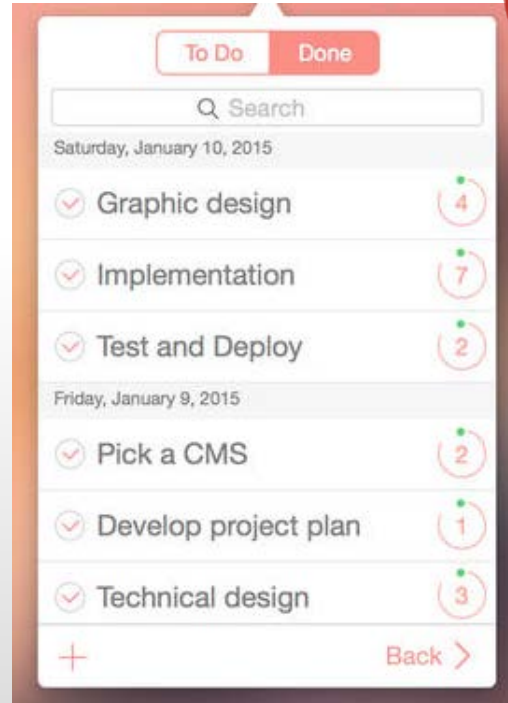
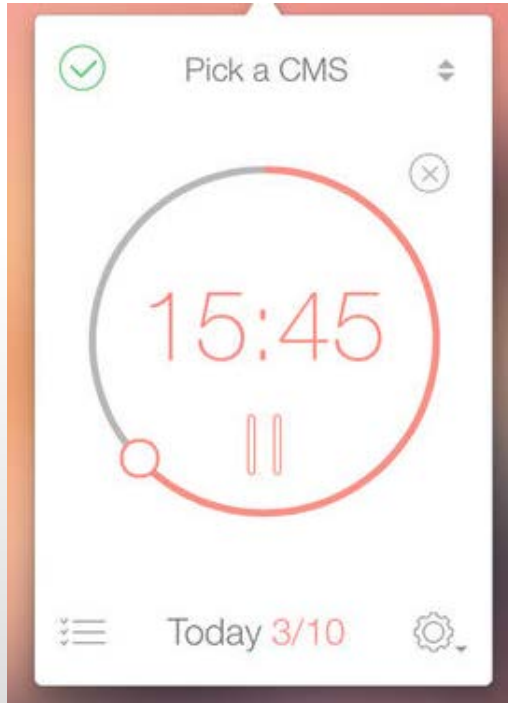


- 80/20 Principle
- 25 mins work, scheduled 5 min break
- Repeat 4 times → longer break



There's an App for That!

Be Focused

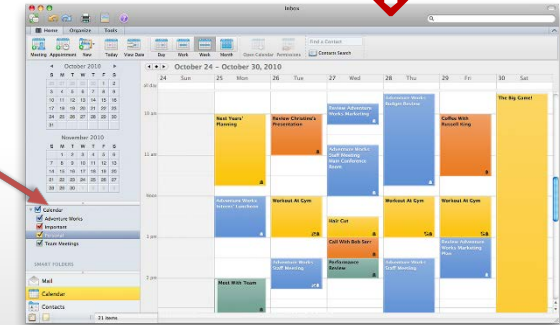
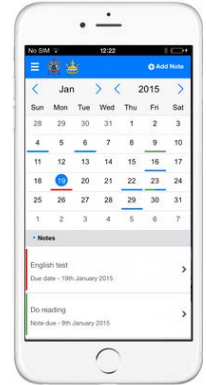
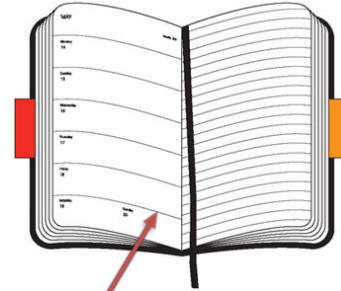


I want to know how many of you use:


1. a personal planner?
2. a big wall/desk calendar?
3. a calendar on you phone?
4. a calendar on your computer?
5. all of the above

Tips and Tricks - Planners

2017 August						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31	01	02	03	04	05	06
07	08	09	10 Parent Teacher conferences 7pm	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	Notes:				



Planners

- Schedule immediately
- Schedule ahead of time
- Update all other calendars to match, ASAP
- Include everything
- Set alerts and reminder 
- Use different colors
- **Leave wiggle room!**



Tips and Tricks – To-Do Lists

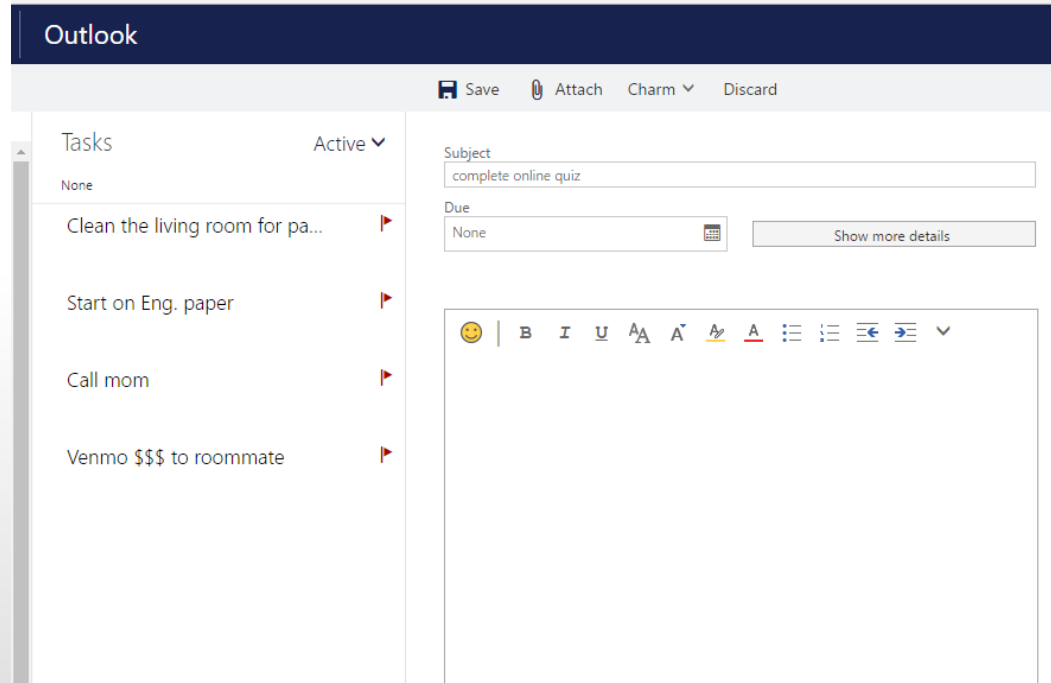
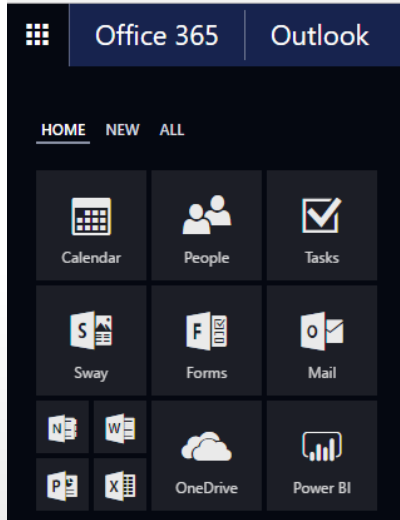
The image shows four yellow sticky notes on a blue background, each with a title and a list of tasks. A green circle highlights the first note, and a red circle highlights the second and fourth notes. The text on the notes is as follows:

- To Do This Week:**
 - Study for Psych exam on Friday
 - Check tire pressure
 - call mom
 - Clean the kitchen
- To Do today:**
 - Read Psych Ch. 3
 - Post Blog Response
 - Memorize Psych vocab
 - Email Supervisor about workshift
- To Do @ Some Point:**
 - Paint the walls
 - Buy snowboard
 - Visit Kamiak Butte
- To do for Psych Exam:**
 - Skim Through Ch. 3
 - Highlight difficult sections
 - Make flash cards for all vocab.
 - Draw diagrams for highlighted sections

- Be specific
- Break up big tasks
- Prioritize



WSU Email Task list





Take a note...



Cleaning Tasks

- scrub shower
- take out garbage
- mop floor
- dishes
- febreze living room
- dust all surfaces
- get rid of beer cans
- hid liquor bottles

Paper

- See TA
- Title
- Intro
- Body
- Conclusion

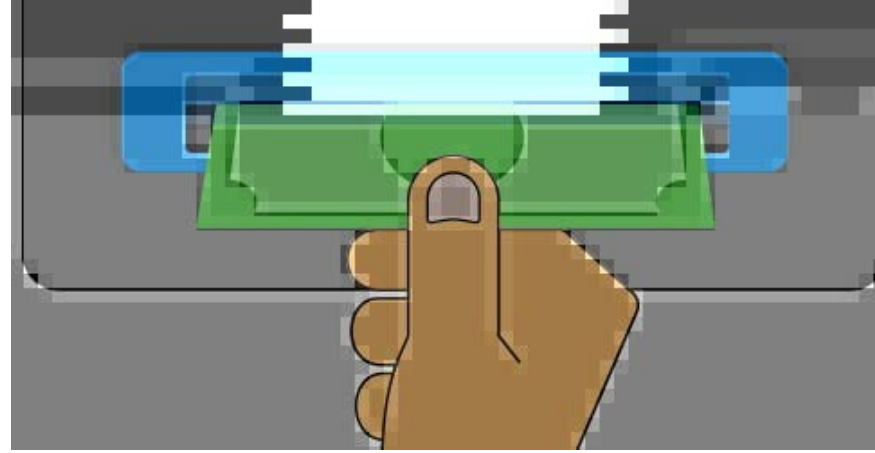
🕒 Tomorrow, 8:00 AM



Project Idea:

- Draw a cool shape, make it really cool. The best shape ever.
- Write about about the shape in Google Keep.
- Make more list items for the shape

🕒 Repeats daily



Decision Fatigue



Tips and Tricks –Balance





	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM			Work		
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM	L	U	N	C	H
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM			Dinner		
7:00 PM					
7:30 PM					
8:00 PM			Television		
8:30 PM					
9:00 PM			Sleep		





	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 AM			Wake up		
10:00 AM					
10:30 AM	C	L	A	S	S
11:00 AM					
11:30 AM					
12:00 PM	Lunch		Lunch		Lunch
12:30 PM					
1:00 PM	Nap		Nap		Nap
1:30 PM		Lunch		Lunch	
2:00 PM					
2:30 PM		Naop		Nap	
3:00 PM					
3:30 PM					
4:00 PM			Hit		
4:30 PM			The		
5:00 PM			Gym		
5:30 PM	Chapter				
6:00 PM	Meeting				
6:30 PM			Dinner		
7:00 PM					
7:30 PM	Monday	Taco	Wing	Thursday	Friday,
8:00 PM	Night	Tuesday	Wednesday	night	Bars
8:30 PM	Football			Poker	of course!
9:00 PM				with	
				the	
				boys	



Is there anything that you've been leaving off
of your schedule that you might be
considering adding to your schedule to make
yourself more balanced?

Self Control (For Mac OS)

- **Free**
- For macOS
- Lets you block **your own** access to:
 - distracting websites,
 - your mail servers,
 - or anything else on the Internet.

Just set a period of time to block for, add sites to your blacklist, and click "Start." Until that timer expires, you will be unable to access those sites—even if you restart your computer or delete the application.



Recap

- Coping methods
 - Emotion Focused
 - Problem Focused
- Self-compassion
 - Positive self-talk
- 80/20 rule
 - 25 and 5
- Planners
- To-Do lists
- Avoid decision fatigue, Create Routines
- Create a healthy balance in your schedule
- Remove distractions



Questions?

Feel free to contact us at:
HWS.Programs@wsu.edu



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