

Fitting it all in: Time management



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Time management

- Obstacles
- What? – make a list and be specific
- How? – divide into manageable chunks, think about resource
- When? – prioritise on a number of different scales
- Where? – make sure your environment is conducive to work
- Why? – be clear what you want to gain from that activity



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The ‘what and how?’ - Setting objectives

- Knowing what you want to achieve and the steps you need to take to get there
- Specific
- Measurable
- Achievable
- Realistic
- Timely/time bound



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SMART objectives

Go to:
[menti.com](https://www.menti.com)

Enter the code:
67 41 41 2



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The 'when?' - Planning your time

- Knowing what you have to do and when
- Different scales of planning
 - Short (daily)
 - Medium (weekly)
 - Long (termly or longer)
- Ideal scenario – but leave gaps!



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Short-term planner: your day

As well as having daily goals, try to focus on tasks, when and where you're going to them. Be as specific as possible and consider what it is you can realistically achieve in a set period. Remember that it is important to have some flexibility built into your day so that you can accommodate last minute changes to your plans.

Daily goals:

Morning tasks

Afternoon

Evening



The 'where?' - being organised saves you time

- Physical space
- Physical notes
- Digital files

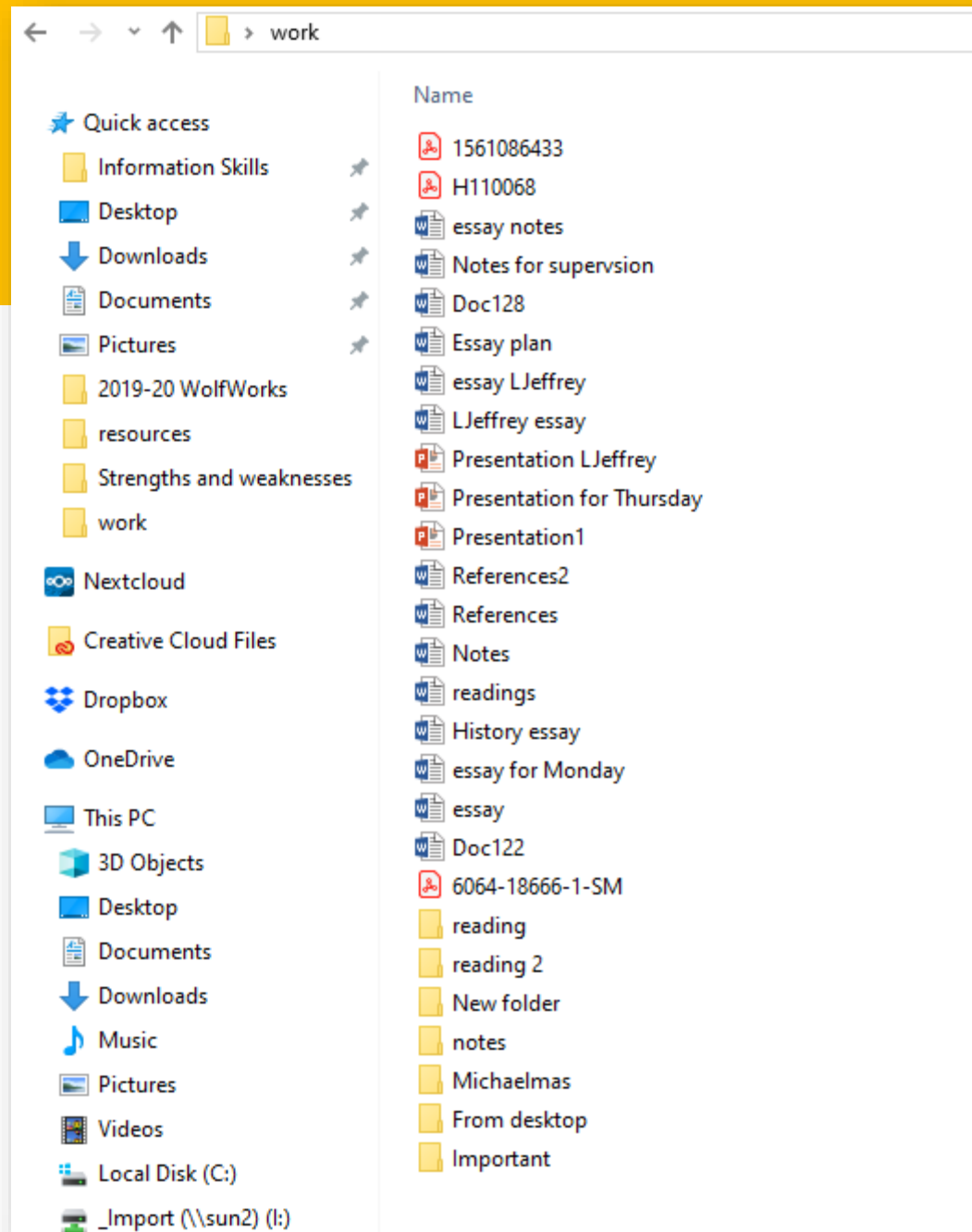


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Being organised

- Physical space
 - Notes
 - Digital files
 - Don't use your desktop
 - Folders within folders on topics
 - (Re)name files intuitively
- e.g. prefix (for document type e.g. report, notes, essay)_meaningful document title_version_yymmdd



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Tools for managing your time

- Diaries/calendars e.g. Outlook, Google
- To-do lists e.g. OneNote or Evernote
- Post-its e.g. Google keep
- Project management e.g. Trello or Any.do



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Tools for beating digital distractions

- How much do you use your phone?
- Timers
- Defer until later or simplify the page
- Automation



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The 'why?' - motivation and reward

- Why are you doing it?
- Take breaks and timetable them into your day
- Important for your mental health
- Can improve productivity
- Sources of support when motivation is hard



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Stay flexible

- You cannot control every event in your week
- Build in buffers to allow for things to overrun or if you need to move an arrangement
- If they don't get used up, see those buffers as reward time



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Any questions?

Get in touch:

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