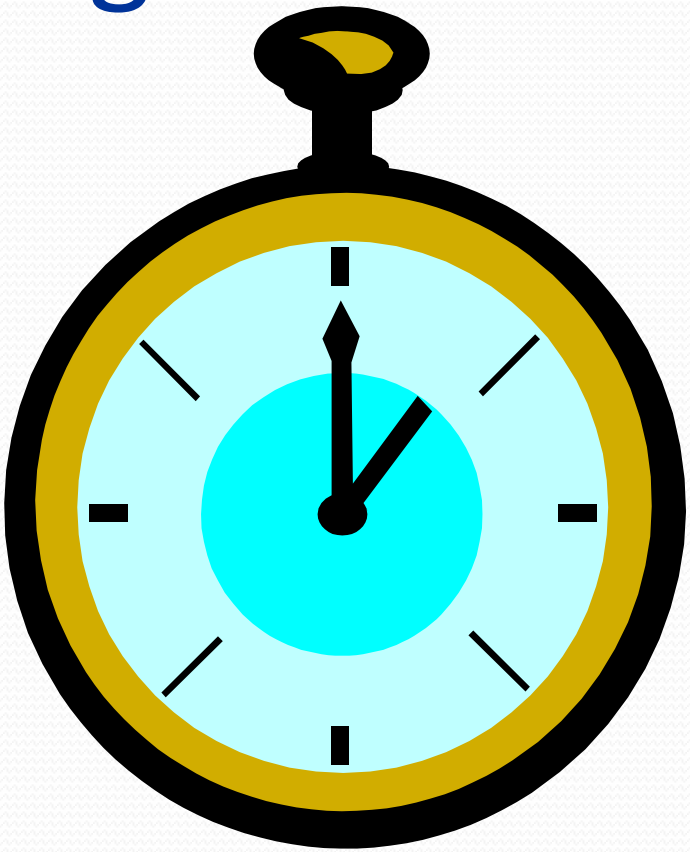
PAD and Study Skills

Time Management Induction

Time Management



Do you need time management?

- Do you feel you work every hour of the day but still struggle to complete everything you need to?
- Do you find it difficult to meet deadlines?
- Do you spend hours clearing your room, making drinks, doing the laundry, washing the car before you get down to the task in hand?
- Do you make lots of lists but never get to the end and always feel disappointed in yourself?
- Do you feel that you could make more effective use of the time you have?

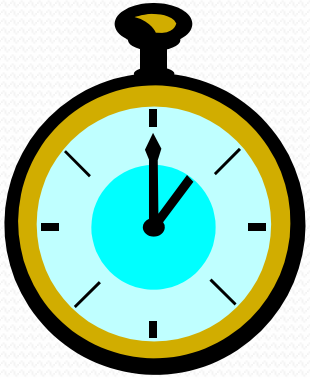
(Craig, 2009)

Time Management

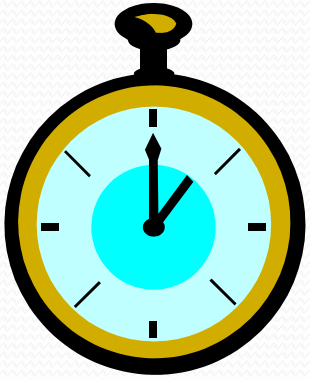
- One of the biggest challenges faced by students.
- Managing the demands of your course work, around, part-time employment, family life, household chores, being a parent/carer, leisure and recreation time and social life can be difficult.
- Is similar to dieting or exercise – you **know** you **should** be doing it but delay starting or soon give up!

Benefits of time management

- Efficient
- Successful
- Healthy

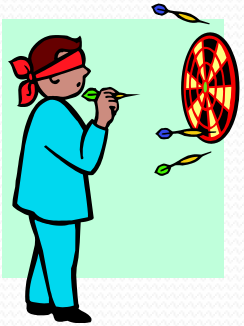


- What do you think are the main obstacles to effective time management?



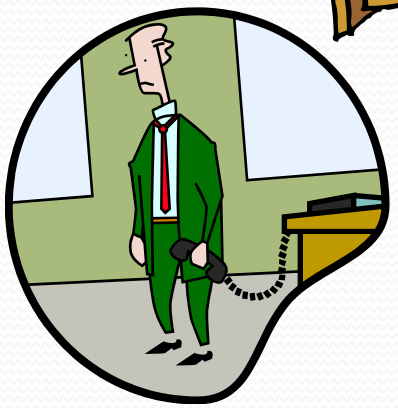
Obstacles to effective time management

Unclear objectives



Disorganization

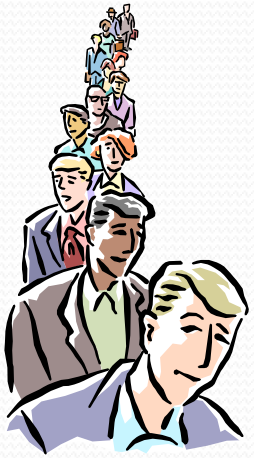
Inability to say “no”



Obstacles to effective time management

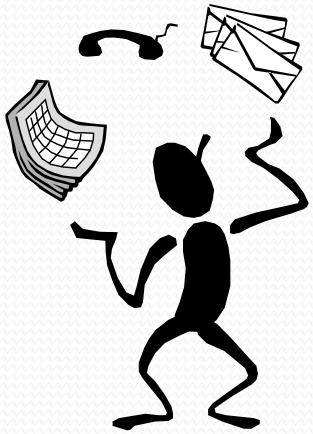
Interruptions

More interruptions



Periods of inactivity

Obstacles to effective time management



Too many things at once

Stress and fatigue

All work and no play

Time Management

- The half-hearted know they **should** have a plan and **should** stick to it.
- Without strong motivation to succeed it is difficult to stick to any plan for too long!

(Moore et al, 2010)

First Steps - Activities

- First step in managing your time effectively is to have a clear understanding of how you currently use your time.
- Complete the time management questionnaire and time management matrix.
- Complete the Working Environment Activity in as much detail as you can.

- Make sure you can access the correct timetable for your course.
- If you need help with this, ask a member of staff.

Time Management Issues

(Moore et al, 2010)

Three big time management issues for students

Planning

Not having a realistic plan, or no plan at all

Procrastination

Avoidance of starting some tasks

Perfectionism

Aiming to get things perfect which causes tasks to stack up

Planning

Most time management problems are caused by:

- Students having no clear plans
- Plans are vague or unrealistic

- Poor planning or a lack of planning results in students falling behind with reading or writing tasks which leads to poorly researched/written assignments and deadlines being missed.

Procrastination

- The avoidance of starting a task.
- It can become a habitual response to some or many tasks.
- Procrastination can be a positive response to some situations:
  - When there is uncertainty or potential danger
  - When unfair demands are made on a person's time
  - When breathing space is needed to avoid an angry response to someone
  - When a hasty reaction might have a negative impact on self or others

Procrastination

- Some students procrastinate deliberately to spur themselves to produce creative work.
- Be honest – do you really produce good work when under pressure?
- Is this just an excuse for your disorganised behaviour?
- If this is you – can you prove that work produced under pressure is better than work produced when not under pressure?
- Complete the activity - Do you procrastinate?

Perfectionism

- Most people like to do a good job and be rewarded by others for their efforts.
- Flawed perfectionism is about:
- A compulsive and non-stop drive towards an impossible goal.
- Measuring own worth exclusively in terms of what you have accomplished.

Getting Control

- Gaining a clearer understanding of the time you have available is a starting point for gaining greater control of your life.
- If you have planning issues or are a procrastinator, having a sense of the time you have available can motivate you to manage it more efficiently.
- Perfectionists may also realise that there has to be a physical limit to the time which can be spent on a given task.
- The main issue is usually how to make the most effective use of time outside of timetabled sessions to complete coursework or exam revision.

(Moore et al, 2010)

References

- Craig, C (2009) *Study Skills for Health and Social Care Students*, London: Sage (Chapter 6) also see web site http://www.skills4health.co.uk/welcome.html
- Moore, S., Neville, C., Murphy, M. and Connolly, C. (2010) The Ultimate Study Skills Handbook. Maidenhead: McGraw-Hill