

HNC Study skills

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Time Management

- Work life balance
- Scheduling techniques
- Google Calendar – share your calendar with team or family to save time by auto updating people

My To Do List

Pick up groceries

Submit assignment 1

Make a map of all defibrillators in the area

Make appointment with bank

Plan holiday

Arrange meeting at work to sort out scale problem

Look up case study colleague asked me for this morning

Write chapter of assignment 2

Plan night out for this Saturday

Start assignment 3

Writing rota for work

My To Do List

	High Urgency?
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Make appointment with bank	no
Plan holiday	no
Arrange meeting at work to sort out scale problem	yes
Look up case study colleague asked me for this morning	yes
Write chapter of assignment 2	no
Plan night out for this Saturday	no
Start assignment 3	no
Writing rota for work	yes

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Plan holiday	no	no
Arrange meeting at work to sort out scale problem	yes	no
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Plan night out for this Saturday	no	no
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Urgent /Important Matrix

- By organising the different things you do each day into one of four categories as shown below, you can decide where to begin when you tackle your workload.

	Low importance	High importance
Low urgency	Distractions	Important goals
High urgency	Interruptions	Critical activities

High Importance

- Critical activities – These are things that you are unlikely to be able to predict but that will require your time and attention. They might include taking care of a sick child or covering for a sick colleague at work. You will need to deal with these things as they occur and afterwards reflect on how to reorganise your important goals if these tasks take you away from them.
- Important goals – These are things that you are aware of in advance, such as assignment deadlines or preparation for meetings with your tutor. You must make sure that you plan to complete these activities in plenty of time before they are due, to avoid them turning into critical activities.

Low Importance

- Interruptions – Things like other learners asking for your opinion about their work or managers asking for a little help with a task might seem a good use of your time, but you need to learn to say ‘no’ if you have important goals that you need to achieve.
- Distractions – Phone calls from friends or invitations for a drink after work might be tempting, but if you have not accomplished your important goals, you should avoid these kinds of distractions.

My To Do List

	Urgent?	Important?	Category
Pick up groceries	no	yes	Important
Submit assignment 1	yes	yes	Critical
Make a map of all defibrillators in the area	no	no	Distraction
Make appointment with bank	no	no	Distraction
Plan holiday	no	no	Distraction
Arrange meeting at work to sort out scale problem	yes	no	Interruption
Look up case study colleague asked me for this morning	Yes	no	Interruption
Write chapter of assignment 2	no	yes	Important
Plan night out for this Saturday	no	no	Distraction
Start assignment 3	no	yes	Important
Writing rota for work	yes	yes	Critical

To do Lists

- Why?



The Pomodoro Technique

- A time management philosophy that aims to provide the user with maximum focus and creative freshness, thereby allowing them to complete projects faster with less mental fatigue.
- work for 25 minutes, then take break for five minutes.
- Pomodoro is Italian for tomato, Francesco Cirillo invented it in the 1980's using a tomato timer
- After four “pomodoros” have passed, you then take a 15-20 minute break.



When will it help?

- Low productivity
- Easily distracted
- Lack of focus
- Zero motivation
- No matter what you do, you just can't get started on that big project.
- You feel exhausted

Pomodoro Technique – using time productively

1. Decide on the task to be done.
2. Set the pomodoro timer (traditionally to 25 minutes)
3. Work on the task-NO DISTRACTIONS.
4. End work when the timer rings and put a tick on a piece of paper
5. If you have fewer than four ticks, take a short break (3–5 minutes), then go to step 2.
6. After four pomodoros, take a longer break (15–30 minutes), reset your tick count to zero, then go to step 1.

Dealing with Interruptions

- Inform
- Negotiate
- Schedule
- Call Back