Time management & Employability

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Aims of the Session

- Evaluate your time management.
- To consider good and bad practice in time management.
- To consider how to avoid procrastination and how to prioritise
- Employability Skills – Job Seeking, Job Application, CV Writing and the Job Interview.

Introduction to Time Management

- Problems - having too much to do in too little time and, not getting much done in plenty of time.
- The more time you spend studying, the better you will do in assessments??
- Unfortunately, this theory is misleading: you can sit in front of your book for hours and yet achieve nothing because of a tendency to daydream
- Quality rather than quantity

Key to Time Management

- Understanding how to plan and optimise your time
- Understanding how you waste time
- Being a planner rather than a reactor
- Identify your priorities –what is urgent? What is important?

Factors that can impact on Academic Progress

- Lack of clear focus – not knowing how or where to start.
- Procrastination.
- Skipping between tasks.
- Travelling to or from your place of study.
- Too many distractions from studying.
- Difficulties with prioritising tasks.
- Lack of interest in a particular subject.

All of which can be reduced with good time-management skills*

Reflection…

- If you are a procrastinator, what is the cause? Is it fear of not being able to complete the work?
- Do you lack motivation? If so, why?
- If you always seem to have too much to do, is it because you are not very good at saying 'no' when others make calls on your time?
- What stops you from setting appropriate priorities?

Evaluating your time management.

- Activity – time management questionnaire
- Activity – time management timetable

Managing Time Effectively

1. Use small pockets of time in the day to sort out minor tasks.
2. Motivation to get going.
3. Time Tasks.
4. Cost your time.
5. Say “no”.
6. Delegate to Others.
7. Ask for help.
8. Starting Strategies.
9. Use a diary/lists
10. Plan Activities in Logical Order/order that works for you.

Good Time Management Skills

- Being more in control of what you do
- Being productive and secure in your life because of this control
- Enjoying what you do
- Giving yourself more quality time to relax and enjoy life outside your college work
- Importantly – doing what works best for you wont look like everyone else

Understand your strengths and weaknesses

- In your own time, keep a time management log over a couple of days to identify how you are using your time:
- How are often are you prioritising the urgent over the important?
- What tactics have you developed which waste time?
- Do you have a good balance between getting things done and time for relaxation?

Effective Time Management

- Identify tasks and objectives.
- Prioritise the tasks.
- Schedule and timetable each of the tasks.
- Each of the above will be discussed in further detail in the page that follows

Strategies to help with Time Management

Prioritising

- It can help to prioritise your actions and lists.
- You can use a traffic light system of red (high importance), amber (moderate importance) and green (low importance).
- Another way of prioritising is by labelling tasks as now, soon or later (Williams and Reid, 2011).
- **Ask:** How critical is this?

Time Management 15 Top tips.

1. Set daily goals with realisable and practical aims.	2. Set daily study priorities.	3. Create routines for times and places to work.	4. Divide tasks up into small, manageable units.	5. Tackle small tasks first and progress to more demanding ones.
6. Study briefly and regularly.	7. End your study period by setting a task for the following day.	8. Review time spent on different subjects or courses.	9. Create work patterns that match your body clock .	10. Make a timetable that includes flexible periods.
11. Record deadlines for each semester on a year planner.	12. Negotiate study periods with those you live with.	13. Take regular exercise.	14. Give yourself time off.	15. Give yourself rewards.

Avoiding Procrastination

- Is your task perceived so big that you cannot face it?

Divide it up into smaller, more manageable sub-goals, and tackle one of them ASAP.

Reward yourself with breaks , treats when you complete a goal

Don't leave work until the last minute.

The pressure and stress that this will create will probably lead to you produce poorer work

Organise your time….

- **To manage your time well it could help to do the following.**

Be aware on your own time management	Be aware of how much time it takes you to complete each type of study task.	Be aware of aspects of your study that you might find more difficult as it might take longer.
Schedule time for unforeseen events.	Relaxation and Leisure.	Be Specific.

Time Saving Strategies

- Organise your lecture notes so easily found
- Use Keywords
- Smart Reading
- Do your reference list as you write
- Take advantage of word limits in essays.
- Mind Mapping to Plan Assessments.
- Invest in a highlight pen.
- Digital Literacy.

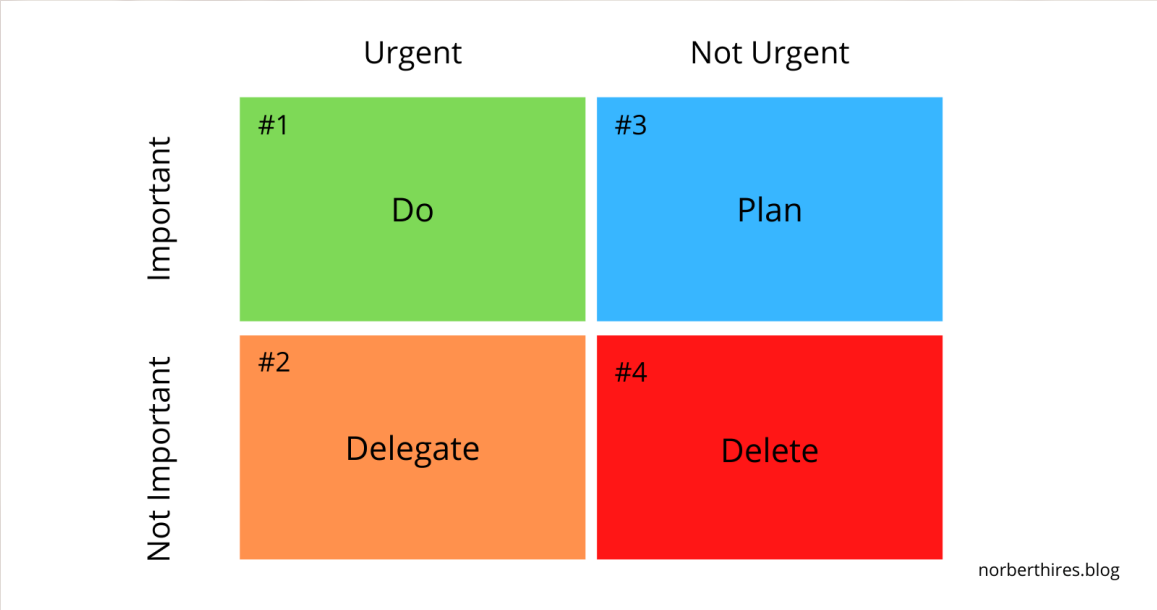
How to win back more time during the day?

- Avoid internet procrastination – Social Media, Viral Games.
- Do not double up on Activities
- Try to get a good nights sleep.
- Set aside time each week for leisure activities
- Throw out piles of paper that you have no use for
- Rewards

Common Time Management Mistakes

- Avoiding priority tasks by spending time on more enjoyable or less stressful activities
- Allow too many interruptions
- The inability to say ‘no’ to people
- Underestimating the length of time a certain task will take
- Not delegating or asking others for help
- Not knowing what works for you

Eisenhower Matrix: Activity 4



- **The first quadrant – Important/Urgent**
- This is really a 'must do now' task – the crisis, the emergency, the deadline.
- **The second quadrant – Important/Not urgent**
- The jobs here are important, but do not need to be done immediately and so can be scheduled for the future
- **Third quadrant – Not important/Urgent**
- Tasks here are urgent – they need to be done immediately – but are not as important
- **The fourth quadrant – Not important/Not Urgent**
- Items in this section can usually be eliminated altogether! These are the 'tasks' we often all end up spending time on, but ultimately are neither important or urgent, fast becoming time wasters

Employability Skills

Job Application, CV Writing and the Job Interview.

What Skills do Employers Want.

- Employers want employees who are skilled, confident, able to get on with the job with minimum direction and not likely to create difficulties.
- Training on the job is NOT a guarantee some companies will want specialist training others will provide training after employment.
- Apart from specialists skills and knowledge employers are often seeking those with "soft skills" – skills that might be hard to measure with a qualification but oil the wheel of a work situation.
- Task – What Soft Skills do you think are the most important for employers?

Top 10 most important “soft” skills sought by employers (TMP Worldwide research, 1998).

1. Oral Communication
2. Team-Working
3. Listening
4. Written Communication
5. Problem Solving
6. Relationship Development.
7. Adaptive Communication Style.
8. Time Management.
9. Sharing Knowledge.
10. Influence Others.

Careers Service.

- http://www.uwtsd.ac.uk/careers/

- Choosing a career
- Job-seeking strategies
- Application procedures and CVs
- Interview techniques
- Work experience
- Course changes
- Further study options

The Job Application Form.

- The job application form will vary from job to job and from company to company – make sure you read the application form thoroughly

- Although job applications will vary the information will usually require the following.
- General Information.
  - Information about company, work conditions, pensions, holidays etc.
  - Read this carefully and search about the company on the internet / careers service etc.
- Job Specification
  - Responsibility of the post and what the post holder is supposed to do. Read this and tick off all the responsibilities that you can manage.
- Person Specification.
  - Will list qualifications, experiences, skills and qualities that the employers is looking for.
  - Often divided into “essential” and “desirable”.

Person Specification usually include:

- A requirement for qualifications.
  - Educated at Degree Level, A Post Graduate Qualification, A Psychology based degree etc.
- Skills specific to the job.
  - Experience of working in public, At least two years working in a care setting, 100 hours of youth work etc.
- General Skills.
  - Communication Skills, Team Work, Independent Work, Using own initiative etc.
- Willingness to accept particular work conditions.
  - Flexible hours, Willingness to use own car, Work across several sites etc.

Person Specification

- Find a job you are interested in and pull up the job specification
- Highlight what skills/knowledge/experience you think you already have
- Highlight what skills/knowledge/experience you don’t have and how you could achieve them

The Personal Statement….

- If the application form has a personal statement section then this is usually a very important part of the form.
- It will be a long statement of the skills and qualities that you have that make you a suitable candidate for the job.
- Usually word processed and can be written on a separate sheet (say “see attached”).

A good personal statement.

Details

Make it personal to that company and to that job.

Use your personal records

Write to the personal specification.

Make sure your personal statement checks ALL the essential criteria and as many desirable criteria as possible.

Use the terminology set out in the application form (applications are usually seen in HR in first instance).

Make sure it is clearly written, in a professional tone and anyone can see why your skills are relevant to the specification

Consider **bolding** key words for extra clarity

Conclude by highlighting your flexibility, keen to undertake any additional training etc.

Curriculum Vitae (CVs).

- In less demand than used to be but still an important aspect of obtaining a job and numerous companies still require a CV either within an application form or as the sole method of declaring interest.

- Yes, some employers to respond to CVs even when they do not have a vacancy.

- A number of ways to format the CV – make sure it is pleasing to the eye and professional in nature, speak to careers advisor for more details.

CV's must include the following….. Please note this is the bare minimum of a CV.

- Full Name.
- Date of Birth.
- Home Address
- Contact Details (Phone, email, mobile etc.)
- Educational History
- Qualifications
- Employment History
- Interests and Other relevant information.
  - Training, Languages, Certificates, Driving information, Membership to Governing Bodies (such as the BPS).

CVs need to be…..

- Divided into clear sections with headings.
- Laid out in legible lists or tables for sections on educational history and employment.
- Chronological Order (Educational / Employment History).
- Easy to Read
- Brief and Concise
- Relevant to the Job

Weblinks to useful CV templates.

- https://www.kent.ac.uk/careers/cv/CVtemplate.doc
- http://www.learndirect.co.uk/media/cv-template.doc
- http://www.ncl.ac.uk/careers/applications/cv/#examples
- http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-services/01a-CV-Guide.pdf

The Job Interview

Preparation

- If you feel you have applied for a job that is right for you and you have been shortlisted for interview, then you should feel confident of having a reasonable chance of being considered for the job.

- Majority rejected at application stage.

- In the weeks / days leading up to the interview, focus on the job specifications and remind yourself of the interest in the job and what you can offer.

- Avoid negative thinking.

First Impressions

- Look clean and smart
- Be on time.
- Ensure your right hand is free in order to shake hands.
- No matter how you feel, smile and appear relaxed.
- Look pleased to meet the interviewers (be professional).
- Shake Hands – Firmly / but don't break their hands!
- Eye Contact.
- Listen – so you hear names.
- Move Calmly, don't crash into furniture – spill water.
- Take sips of Water (if provided) to calm down and gather thoughts.
- Sit upright and alert during interview.

Answering the question.

- Aim to complete any answer given in one or two minutes, consider the question and avoid both one word answers or unnecessary waffle.

- The interview stage usually 20-30 minutes, remember the employer will want to see the other candidates – so avoid just waffling. Give the question respect in your answer, but your employer is not expecting the question to be a version of ‘war and piece’.

- Employers may award points for each question.

Keep it Simple and Be Prepared

- Avoid trying to hard to impress.
- Show calm, interest and enthusiasm
- Arrogance is not usually a desirable characteristic, showcase talent without being arrogant.
- Brief but clear answers and to the point
- Keep relevant.
- Be prepared for predicable questions.
- Answer the question.