GITAM UNIVERSITY

LEARNING AND DEVELOPMENT DEPARTMENT

EMOTIONAL INTELLIGENCE AND REASONING SKILLS

CLAD 1001

SELF LEARNING MATERIAL

INDEX

Unit IX: TIME MANAGEMENT

1.0.   Objectives

After reading this unit, you should be able to:

✓ Understand the concept of Time Management.

✓ Realize the need for Managing time.

✓ Apply Time Management concepts in daily activities.

1.1 INTRODUCTION

Imagine *right now you were handed 86,400 rupees* and you had one day to spend it and at the end of the day, any money left over would be taken away from you.

The restrictions are that you cannot bank any money and if you do not use any of the money you lose it. How would you spend the money?

I give you a couple of minutes to think about how you will spend your money.

Why the number 86,400? Because that's *how many seconds make up a day*. Every second counts, so you should spend each one working on worthwhile activities.

Have a look at this image to realise the value of time:
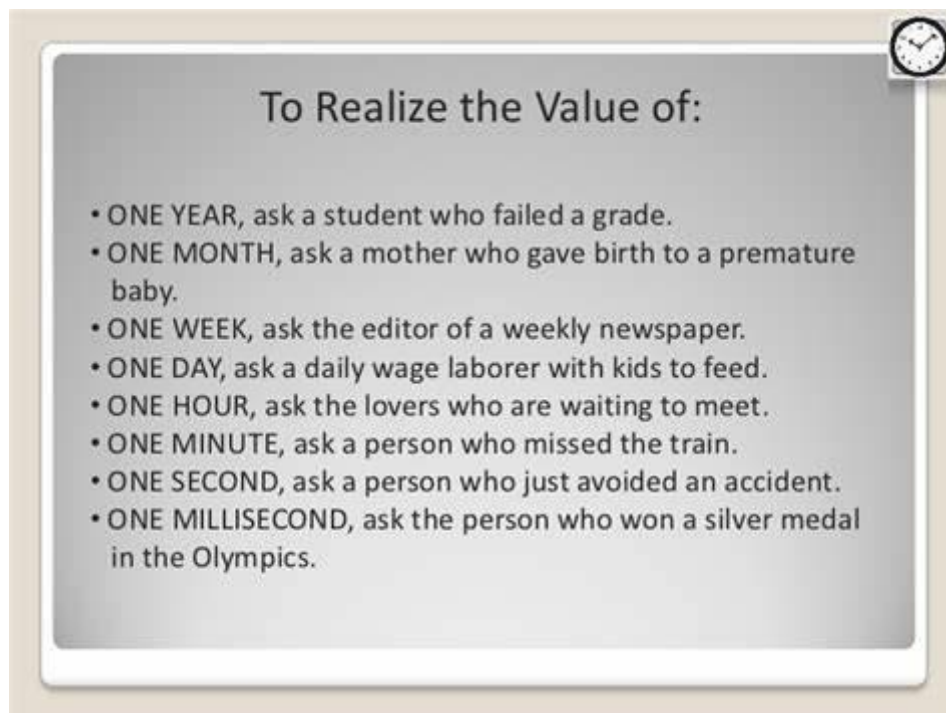
I am trying to tell you that although we have the same amount of time, how we can view and experience time is very much different from each other. Even for you the value of time differs according to the situation. So, respecting time and managing it is a greater responsibility.

1.1.1 WHAT IS TIME MANAGEMENT?

Time management doesn't mean you manage time. It is managing the events in your life with respect to the given time. You may wish for more time, but you only get 24 hours, 1,440 minutes, or 86,400 seconds each day.

1.1.2 WHY TIME MANAGEMENT?

I have 2 reasons for you:

1. *Time is linear*. Once lost, it is gone forever. This is a serious reminder for us to manage the time in hand effectively.
2. All of us have 24 hours but *have you ever felt some people are capable of achieving more in 24 hours* while we feel like we don't have enough time. This is exactly why you need to learn to manage your time.

1.1.3 TIME MANAGEMENT TECHNIQUES:

1.1.3.1 BE AN EARLY BIRD

This is a simple starter towards managing time. Have you felt you have more time, when you wake up early any day?

That's my point!!! When you are early to rise you feel like you have more time. Similarly, when you are early to a place you wish to go, you feel like you have more time. And *you sense like time is in your control.*

Did I just say Be Punctual in a different way? 😊

1.1.3.2 PLAN AHEAD

Go ahead and count the number of dots in the given images.
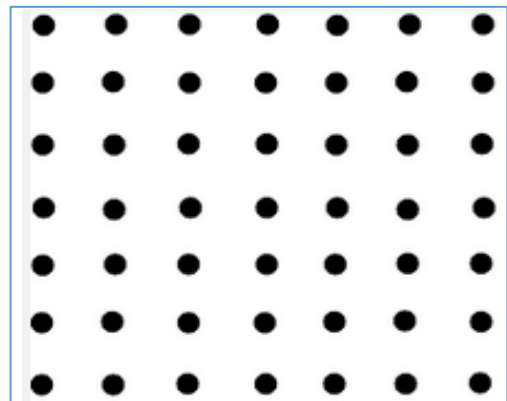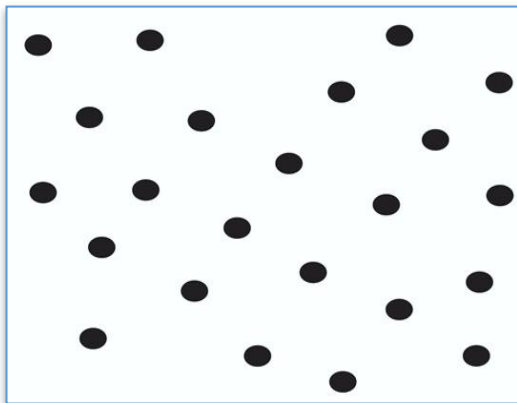
I bet you took more time with the first image. The simple logic should be the first image is disorganised, while the second one is more organised. If a plan for this image, can you save a couple of seconds, imagine what planning can do to your daily life.

Make sure you start every day with a clear idea of what you need to do – what needs to get done THAT DAY.

Consider making it a habit to, at the end of each workday, go ahead and write out your "to-do" list for the next workday. (Remember Prioritising?)

1.1.3.3 SAY NO

This is a skill that will save a lot of your time. *If something doesn't fit your priority say NO.*

If you have exams in the coming week and you had already planned to prepare for those exams and if your friends ask you out for a trip. Say no. Do it, you save a lot of time to do what you have to do.
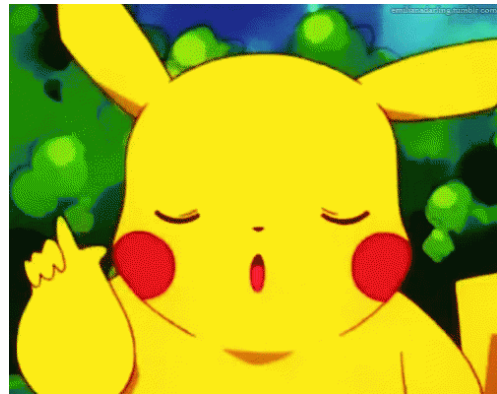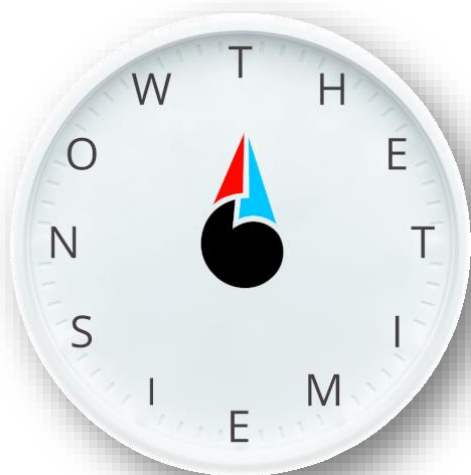
1.1.3.4 THE 5-MINUTE RULE

Do you have this habit of saying, "I'll do it later", every time you have a work.

Congratulations, you are a procrastinator. (Remember the r after c in procrastinate)

You and I have said this every time we procrastinate.

"*I know if I can start working on a task and get invested in it then it's easy for me to spend 3 or 4 productive hours on it.*" Haven't we?

Now to beat this procrastination, I am going to quote what was popularized by Instagram founder Kevin Systrom, as the 5-minute rule. This "rule" means *telling yourself you're only going to do 5-minutes of work on a project*. In most cases, that's enough to get you motivated.

1.1.3.5 DON'T MULTI-TASK

Multi-tasking is a myth. Generally, people aren't very good at multi-tasking, because it takes our brains time to refocus.

It's much better to finish off one job before moving onto another. If you do have to do lots of different tasks, try to group them together, and do similar tasks consecutively.

I'm great at Multitasking I can listen, ignore, and forget at the same time

Psychological studies have shown that multi-tasking does not save time. In fact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity.

Deeply focusing on a single task at a time can be up to 500% more productive.

To do two things at once is to do neither.

1.1.3.6 POMODORO TECHNIQUE

This technique uses a timer *to break down your work into small time intervals*. Each interval is known as a *Pomodoro,* named after the tomato-shaped timer that Cirillo created.

Here is How it works:

1. *Choose a task you need to get done.*
2. *Set a timer (e.g., for 25 mins).*
3. *Focus on the task at hand.*
4. *When the timer rings, put a checkmark on a piece of paper.*
5. *Take a short break:* Take a break for about three to five minutes. Go for a walk, grab a cup of coffee, do something non-work-related to give your brain a break.
6. *Repeat steps two to five*: Once you have completed this process four times, you can begin to take longer breaks (20–30 mins).

1.1.3.7 NO DISTRACTIONS

Putting the phone away can be a great start. Studies show that even if the phone is turned off but still in the room, it still can diminish a person's ability to learn, concentrate, or even hold a conversation! Putting it aside will increase concentration and getting things done fast. This can only be done by creating the habit and incorporating it into a specific routine that supports the study schedule.

1.1.3.8 ME TIME

"Plan your Work and Work your Plan."

I am suggesting you plan more than your work. Plan to spend time with loved ones, plan to relax, plan to read a book and most importantly plan to have fun!

1.1.4 LEVERAGING TECHNOLOGY

Check out these applications to apply Pomodoro technique, manage time, and stay focused

Pomodoro Timer

Remember the milk

StayFocusd

1.2 ACTIVITY

TIME SQUARED

- These 24 boxes represent 24 hours in your day.
- Fill the boxes with your routine activities. (Eating, sleeping, attending college)
  Example: if you sleep for 8 hours, fill eight boxes for sleeping. You can use a smiley for sleeping. 😴
- Then fill the boxes with the non-productive work you do in a day.
- Note it is not necessary to forcefully fill the boxes. You might have some boxes that are unfilled. Count the number of boxes that are unfilled and that number denotes the number of hours you have not used in a day. That is the time available for your use.
- So, how many hours do you have?
- Make it count.

1.3 SUMMARY:

- Time Management is managing the events in your life with respect to the given time
- we have the same amount of time, how we can view and experience time is very much different from each other
- So, respecting time and managing it is a greater responsibility.
- Be an early bird to control time.
- Plan your day ahead to make sure you start every day with a clear idea of what you need to do.
- Say No to things that aren't your priority.
- 5-minute rule is telling yourself you're only going to do 5-minutes of work on a project. In most cases, that's enough to get you motivated.
- Avoid multitasking, prefer single tasking.
- Plan your work and work your plan.

1.4 GLOSSARY:

- The term *procrastinate* refers to delayed or postponed action; put off doing something.
- The term *pomodoro* refers to the tomato-shaped kitchen timer used as the token that signals you to take short breaks.
- The term *leveraging* refers to using (something) to maximum advantage.
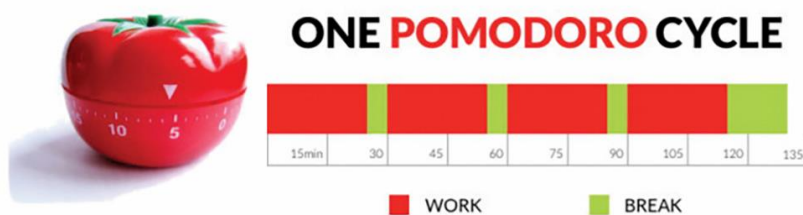
1.5 SUGGESTED READINGS:

1.5.1 Courtesy:

- Google Images
- Download Free Pictures & Images [HD] | Unsplash
- Time management for students: 10 strategies and tips to build your focus (rescuetime.com)

1.5.2 Reference:

- Deep work: rules for focused success in a distracted world, Piatkus, 2016.
- Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less, Berrett Koehler Publishers, 2018.

1.5.3 Video Links:

- Study Skills – Managing your time - YouTube
- Tim Urban: Inside the mind of a master procrastinator | TED - YouTube
- Good time management VS Bad time management - YouTube