

# DEBUNKING TIME MANAGEMENT

STUDENT SUPPORT

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## AGENDA

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Introductions

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Ted Talk + Debrief

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What the Research Suggests

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Takeaways + Minute Survey



# INTRODUCTIONS

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- Name
- Where You're Calling From
- What brought you to this conversation today?
- I High and I Low of the term so far



**HOW DO YOU  
DEFINE TIME  
MANAGEMENT?**

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# TED TALK

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# DEBRIEF

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- What stood out to you? Did anything surprise you?
- After viewing the TedTalk, did your definition of time management change at all? If so, how?
- What do you find to be the biggest obstacles to prioritizing the activities/tasks that matter most to you? What is it that flips the switch when you successfully designate time towards them?
- You are writing your review of your academic performance and work-life integration at the end of next term, what 3-5 things would make it a great term for you?

# TIPS AND TRICKS YOU SWEAR BY

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- Plan ahead. Print my calendar week-to-week and hold myself accountable to the schedule I've laid out (e.g. stop when the time is up – including when it's relaxation)
- Chunking up the tasks I have to do and my schedule.
- Not adding relaxation after work, going straight through from work to schoolwork.
- Update Google calendar and integrate work, school and personal calendars.

# WHAT DOES THE RESEARCH SUGGEST?

- Audit your time
- Find what works best for you
- Establish bright lines
- Just get started
- Get (a little) help from friends
- Use small chunks of time
- Use technology to avoid distraction
- Abandon perfection
- Reward yourself

# WRAP UP

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What's one takeaway that will stick with you after leaving this conversation?

In what ways can your Student Support Team support you in wrapping up the term strong?



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“...TIME IS HIGHLY ELASTIC.WE CANNOT MAKE MORE TIME, BUT TIME WILL STRETCH TO ACCOMMODATE WHAT WE CHOOSE TO PUT INTO IT.” –LAURA VANDERKAM

A landscape photograph showing a paved road that recedes into the distance towards a dark horizon. The sky is filled with large, white, fluffy clouds against a blue background. The foreground shows the texture of the road and the surrounding dry, brownish ground.

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**IF YOU'RE INSPIRED TO DISCUSS THIS FURTHER,  
SCHEDULE AN APPOINTMENT WITH YOUR SSA  
AND/OR ELIZABETH LANGEFELD**

# RESOURCES

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- [Where do the hours go?](#) – American Psychological Association
- [How to Gain Control of your Free Time?](#) – Laura Vanderkam TED Talk
- [“Inside the mind of the master procrastinator”](#) - Tim Urban