TIME MANAGEMENT

What is time management?
- Time management is the development of processes and tools that ==increase efficiency and productivity.==

Three particular skills separate time management success from failure:
- ==Awareness==: thinking realistically about your time by understanding it is a limited resource.
- ==Arrangement==: designing and organizing your goals, plans, schedules, and tasks to effectively use time.
- ==Adaptation==: monitoring your use of time while performing activities, including adjusting to interruptions or changing priorities.
  (Aeon & Aguinis, 2017)

How do you organize your time?
- Weekly view vs. Semester view
- **Semester View**
  - This is when you compile all of the information from your syllabi and take note of critical due dates:
    - Readings
    - Papers
    - Projects
    - Quizzes
    - Exams
    - Holiday Breaks
- **Weekly View**
  - This is when you compile all of the information from your syllabi and take note of:
    - Sleeping
    - Eating
    - Personal Time
    - Class Time
    - Study Time
    - Work
    - Relaxation
- Did you know there is a way to sync Canvas to Google Calendar?
- Did you know that you can sync your Google Calendar to your phone to receive notifications of upcoming events and deadlines?
- You can also customize your notifications on Google Calendar so that you receive them weeks, days, hours, or minutes in advance.

THE COVEY TIME MANAGEMENT MATRIX

<mark>**Urgent vs. Important**</mark>
- "The Covey Time Management Matrix," is a framework for **prioritizing your time** and tasks for optimized efficiency and productivity.
- Created by Steven Covey, author of The Seven Habits of Highly Effective People, this model uses a four-quadrant system to help you categorize each task, responsibility and facet of your life based on:
  - **Urgency**: Tasks and responsibilities requiring immediate action or attention
  - **Importance**: Those with high significance or value to goals

The Importance/Urgency Quadrants (by Steven Covey)

	Urgent	**Not-Urgent**
Important	**Quadrant 1:** Examples: Things due today or tomorrow, dealing with emergencies or crises	**Quadrant 2:** Examples: Long-term projects, planning ahead, studying in advance, getting started early.
Not Important	**Quadrant 3:** Examples: Interruptions, distractions, fun events that come up, social invitations.	**Quadrant 4:** Examples: Time wasters, busy work, procrastination activities, aimless internet browsing.

The Impact of Spending Your Time in Each Quadrant

Quadrant 1: When you spend all your time in Quadrant 1 activities, you may feel stressed, panicked, or reactive (Like you're always managing crises and putting out fires). Too much time here may result in burn out!	**Quadrant 2**: Spending time in Quadrant 2 has the potential to make a positive difference in your life. These items have impact! You're planning ahead on the important things. This effort creates vision and balance, and a sense of control over what's ahead.
Quadrant 3: If you spend a lot of time in Quadrant 3, you may be busy getting things done but everything has a short term focus, and isn't connected to your broader plans and big pictures goals.	**Quadrant 4**: If you're spending a lot of time in Quadrant 4, you're not taking responsibility for things that need to get done, you may find it hard to achieve academic success, or to balance it with healthy relationships, wellness, work and other commitments.

Aeon, B., & Aguinis, H. (2017). It's about time: New perspectives and insights on time management. *Academy of management perspectives*, *31*(4), 309-330.