Welcome!

Honors Coffee Chat

TIME MANAGEMENT

**Topics: Time Management,
Best Practices,
Different Tools, &
"Getting Things Done"**

PRESENTERS: KAYLEE SHELTON & KATIE GASS

My top time management or organization trick is...

What do you want to learn in this session?

What question(s) do you have for either the presenters or your peers?

Agenda

How can you make time fly?

- Best Practices

- Different Tools

  - Online: Notion, Asana, To-do ist, Google Calendar, etc.

  - Bullet Journal or Calendar

- Time Management Approaches

  - Getting Things Done

  - Deep Work

  - "The Einstein Hour"

  - Pomodoro Method

Best Practices

1. Vary from person to person

2. What's your work style? Are you "Type A" or "Type B" or "Type whatever-works"?

   a. *Take the quiz!*

3. Find out what you like, what you hate, and what keeps you honest.

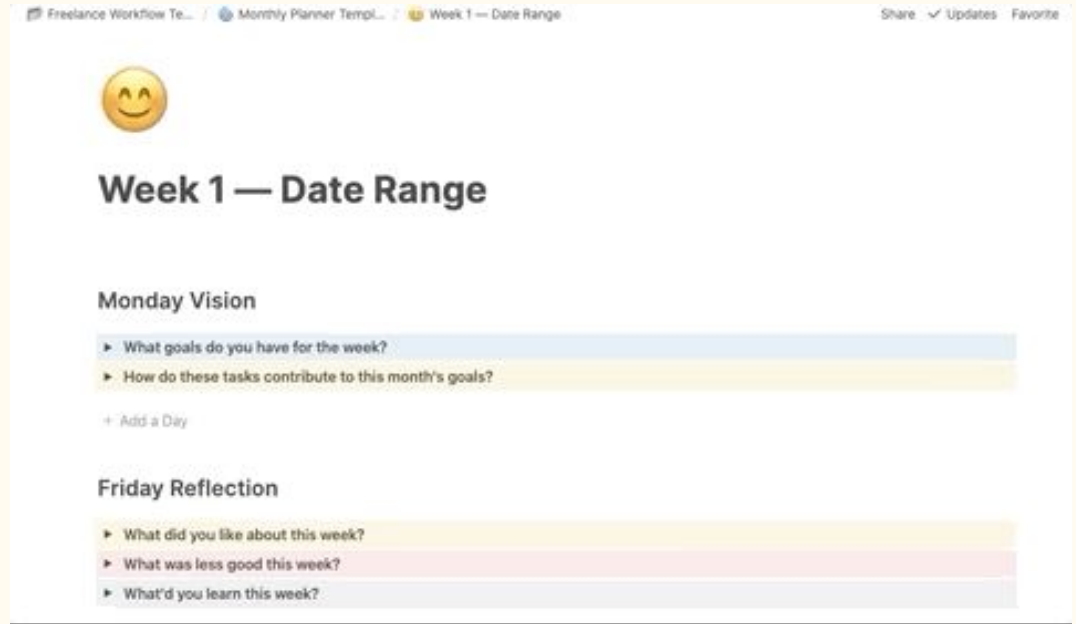4. Technology vs. Pen & Paper
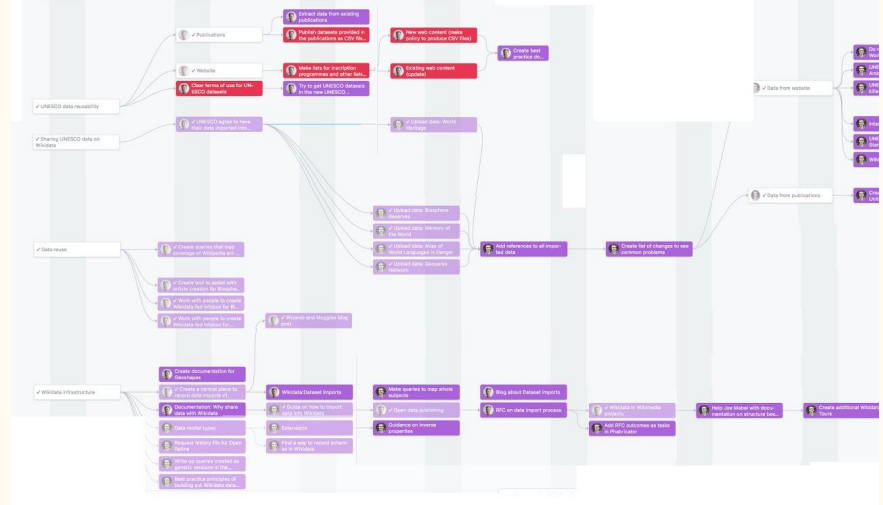
Different Tools

Online Tools

Notion

Notion is an application that provides components such as databases, kanban boards, wikis, calendars and reminders.

Users can connect these components to create their own systems for knowledge management, note taking, data management, project management, among others. (from Wikipedia)

Tip: Create an education-pro account using your Umich email!
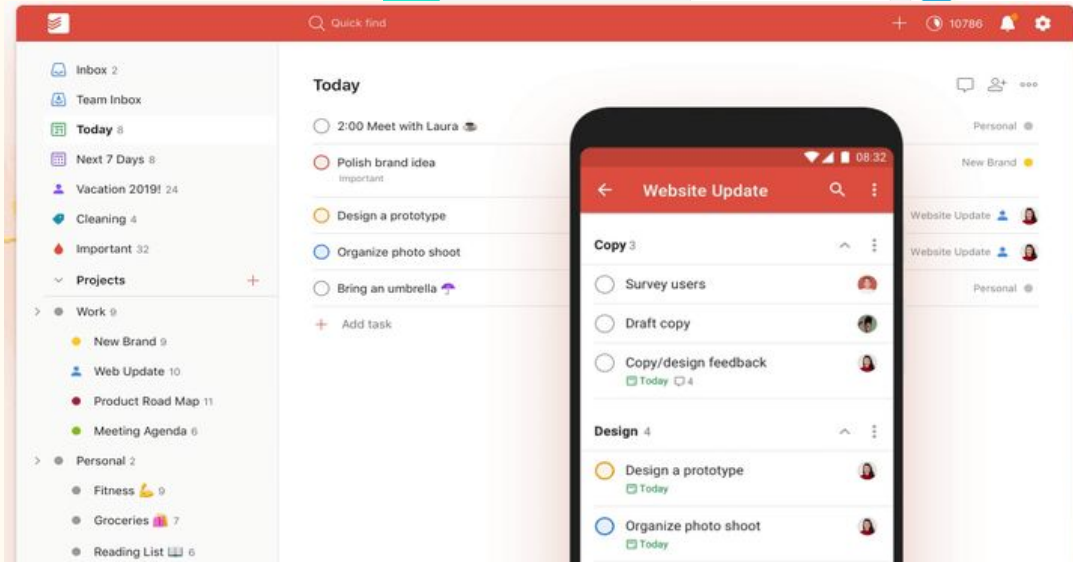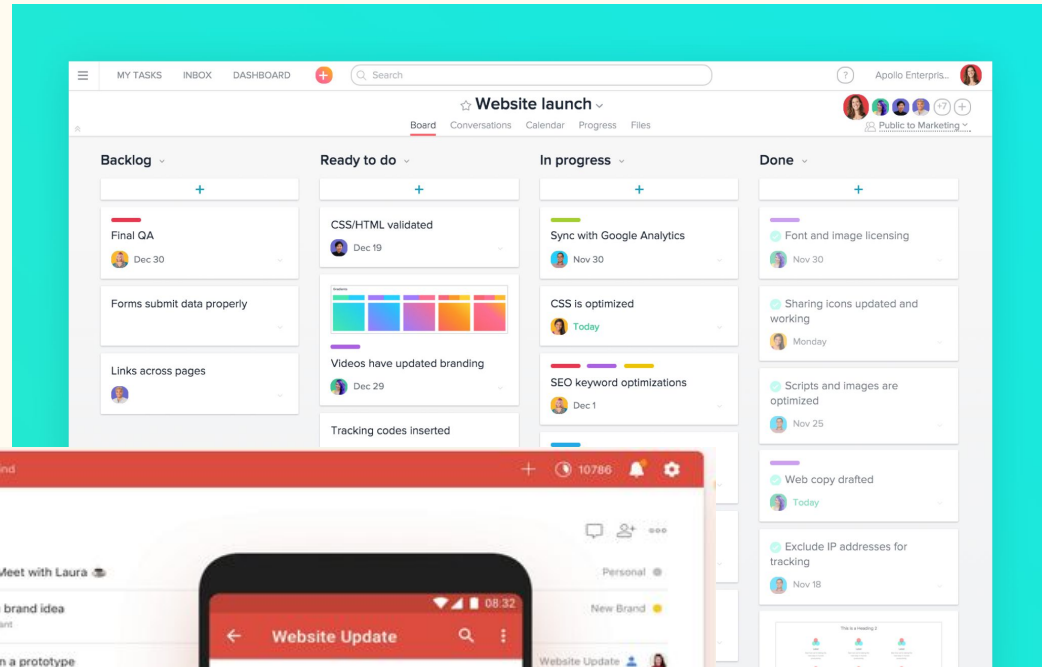
Online Tools

Task Managers & Lists

- Asana
- Todoist
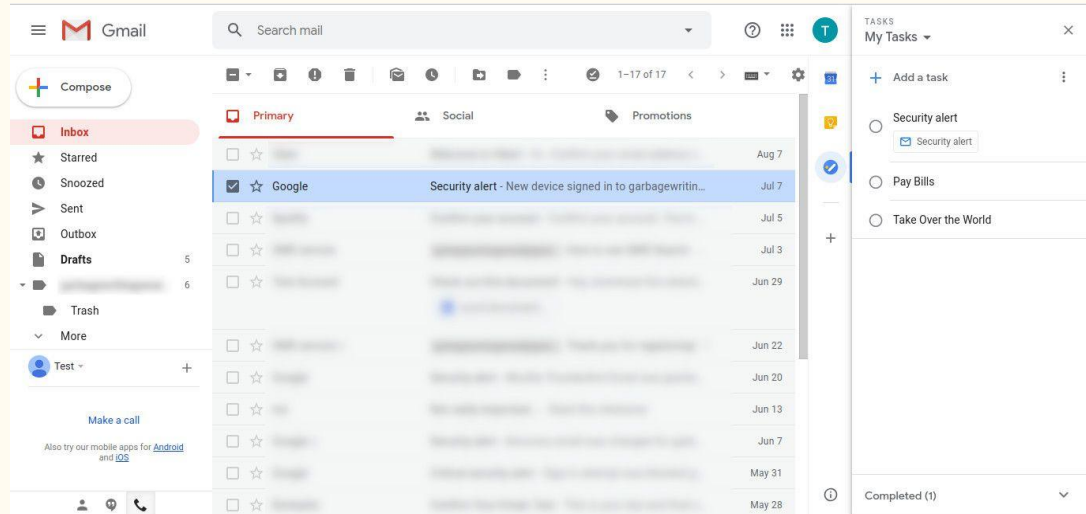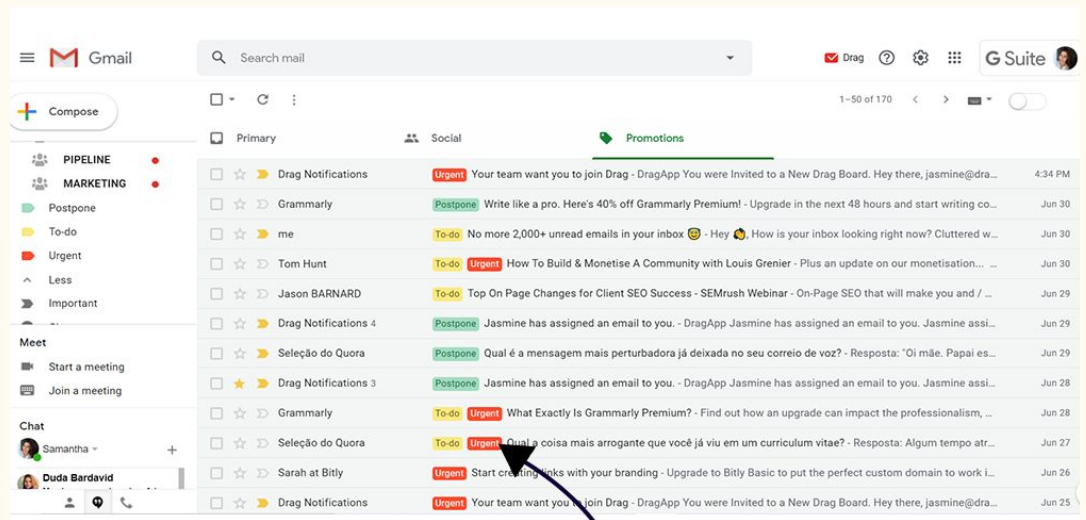
Browser?
Desktop app?
Phone app?
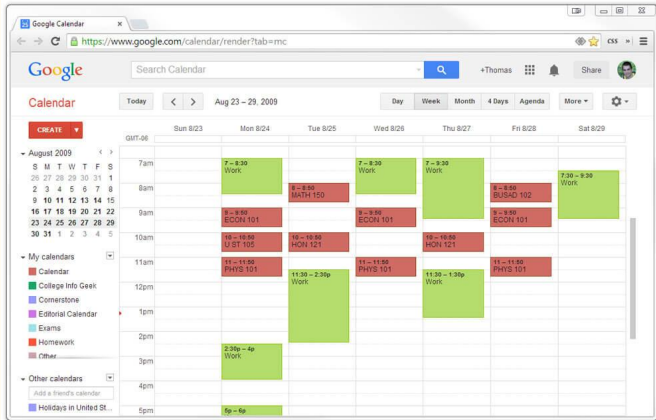Integration?

Online Tools

Google Suite

- Calendar
- Gmail Labels/Filters
- Tasks

Old-School Tools

Planners, Diaries, etc.

- Writing in pen/pencil can help improve memory
- Removes the distraction of notifications, texts, social media, browsing, etc.
- What better feeling than physically crossing off a to-do item?

Old-School Tools

Bullet Journal

- A fancy name for taking a notebook and completely customizing it!
- Removes the pre-formatting, and sometimes limitations, of a purchased planner
- Takes a bit more time - especially if you start with a blank notebook as opposed to numbered or dated

Time Management

Getting Things Done Method

Step 1: **Capture**

Capture everything that grabs your attention

List anything and everything that is pulling your attention on paper or an app

Step 2: **Clarify**

Is it actionable?

No- trash it

Yes- can I finish it now (2 min or less) or does it need time

Step 3: **Organize**

Chose where to track actionable items and categorize!

Whether on paper or in an app, break things down into categories! Homework, event planning, socializing, self care, call family...

Step 4: **Reflect**

Regularly check your list and move things as priorities change

Find out what works for you to review your priorities. A weekly check in?

Step 5: **Engage**

Trust your process to make choices that work best for you at any given time!

And not just for work or homework! This method focus' on trusting your instincts!

Deep Work

Deep work is about finding a routine throughout the week that works for you
- Small chunks of time to work on projects
- Half or full days blocked off to work on things

This method is about trying to find time to work without distractions.

Please keep in mind there are many things out of your control like roommates, kids, family members, or pets.

4 philosophies:
- **Monastic**: Minimize/ remove shallow obligations - no distractions
- **Bimodal**: Divide time into clearly defined stretches - at least one day per week dedicated to deep work
- **Rhythmic**: Create routine in day for deep work - ideally 3-4 hours each day
- **Journalistic**: Alternate day between deep and shallow work as it fits your blocks of time. (Not recommended to try out first)

Schedule - Planning

The Einstein Hour

When do you have the most energy?

Find the time that you have the most energy in the day and/or when you are highly motivated. That is your Einstein Hour! Protect that time to work on key tasks!

Pomodoro Method

WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

STEP 1 ✏️ Pick a task

STEP 2 ⏳ Set a 25-minute timer

STEP 3 👨🏽‍💻 Work on your task until the time is up

STEP 4 ☕ Take a 5 minute break

STEP 5 🌳 Every 4 pomodoros, take a longer 15-30 minute break

Choose, Complete, Rest, Repeat

- Helpful for staying focused!
- Built-in breaks, so less chance of fatigue or those times that "I'll just stop for 5 minutes" turns into 2 hours...
- Adds variation and keeps things fresh

Questions?