

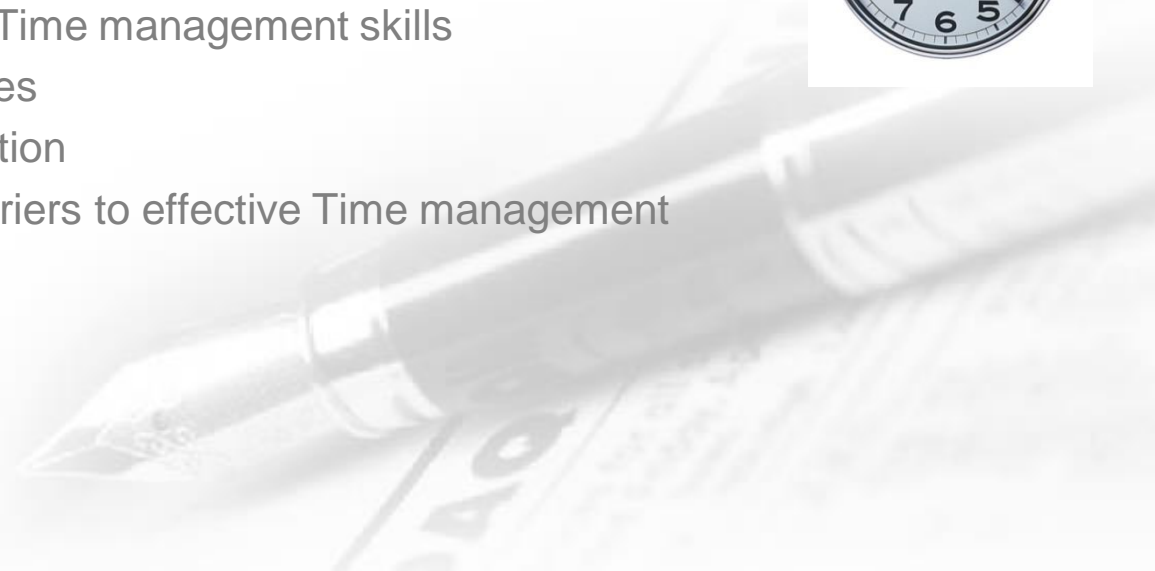


Time Management

Learning Skills Course
Dept of medical education
College of Medicine

Time Management Skill

- **LEARNING SKILLS: TIME MANAGEMENT**
- **Objectives of Time Management Skills**
- **By the end of this session, the student will be able to:**
- Define Time management
- Describe the importance of Time management
- Identify Characteristics of Time management
- Analyze your current effectiveness at Time management
- Utilize good Time management techniques
- Identify ways to improve your Time management skills
- Define strategies to set priorities
- Identify stress and procrastination
- Identify steps to overcome barriers to effective Time management
- Develop a daily time table



Contents

- Introduction
- Importance of TM
- Daily schedules planning
- Time wasters
- Procrastination
- Take home messages



What did you do yesterday?

- We need one volunteer on the board. **[5 minutes]**
- Dear colleague, tell us how did you consume your time yesterday **[the whole day, bed to bed]** ?



Time management important?

- Time cannot be bought, stored or stopped - every second that passes is gone forever and can never be recovered or re-used
- "Perhaps the most valuable result of any work is the ability to make yourself do the things that you have to do, when it ought to be done, whether you like it or not."—

Thomas Huxley

A close-up, slightly blurred image of a silver fountain pen with a black barrel, resting on a document. The pen is positioned diagonally across the lower right portion of the slide. The document it lies on has some faint, illegible text visible.

لماذا لا نفكر بأهمية الوقت؟

- إن التفكير بالأشياء الملموسة مثل السيارات والبيوت أسهل من التفكير بالوقت وذلك لأن لها قيمة
- ولكن لأن الوقت غير مرئي وغير قابل للمس فهو لا يحظى بالاحترام الكافي ، فلو سرق شخص مجوهرات منك فإنك ستترعج وتخبر الشرطة عن الجريمة ولكن سرقة الوقت في العادة لا تعتبر حتى جنحة


أهمية الوقت في حياة المسلم

• عن معاذ بن جبل رضي الله عنه قال قال رسول الله صلى الله عليه وسلم " لن تزول قدما عبد يوم القيامة حتى يسأل عن أربع:

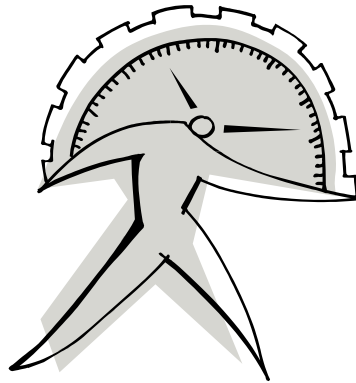
- عن عمره فيما أفناه
- وعن شبابه فيما أبلاه
- وعن ماله من أين اكتسبه وفيما أنفقه
- وعن علمه ماذا عمل به؟ "

• عن ابن عباس رضي الله عنهما قال قال رسول الله صلى الله عليه وسلم " نعمتان مغبون فيهما كثير من الناس: الصحة والفراغ "

Misconceptions ??

- *Efficiency and Effectiveness are the same*
 - *To do a job properly, do it yourself*
 - *There's only one right way to do a job*
 - *Time management is a waste of time*
 - *A good time manager lacks creativity*
- 

The Basic Rule



- **Time** can't be managed, time is uncontrollable
- We can only manage **ourselves** and **our use** of time

- - Define high and low periods of attention and concentration
- - Are you morning person" or a "night person"
- - Sleep is often an activity that learners use as their time management "bank"
- - When they need a few extra hours for studying, they withdraw a few hours of sleep
- - You need to have a social life, yet, you need to have a balance in your life

- - If you are spending time at the Laundromat, bring your psychology notes to study. If you are waiting in line for tickets to a domestic flight, bring your biology flashcards to memorize
- **("Twofer" concept)**

- This will allow you to reduce distractions which can "waste time."

- Study in shorter time blocks with short breaks between to avoid fatigue

- While you are taking a break, the brain is still processing the information

Learners' basic principles

- **1-** Identify "Best Time" for Studying
- **2-** Study Difficult Subjects First
- **3-** Use Distributed Learning and Practice
- **4-** Make Sure the Surroundings are Conducive to Studying
- **5-** Make Room for Entertainment and Relaxation
- **6-** Make Sure you Have Time to Sleep and Eat Properly
- **7-** Try to Combine Activities

How busy are you?



- Because we are not concentrating on the right things

To succeed, we must concentrate on:

- 1. The results to be achieved, not on being busy*
- 2. Setting priorities, which is vital*

**The aims to ensure that we concentrate our effort on
the high payoff tasks**

Plan your time

- Everyone has **24 hours** each day & **168 hours** each week
- We must use this time to *eat, sleep, work, relax, exercise, groom, attend class, and study*
- It requires planning to get the most from these hours
- It requires self-discipline and control until the behavioral changes becomes an everyday habit

Remember, plans and schedules for managing time are useless if one does not follow them

Plan your time – Cont.

Urgent

Not Urgent

Important

I

- Crisis
- Pressing Issues
- Deadlines
- Meetings

II

- Preparation
- Planning
- Prevention
- Relationship building
- Personal Development

Not Important

III

- Interruptions
- Some mail
- Many popular activities

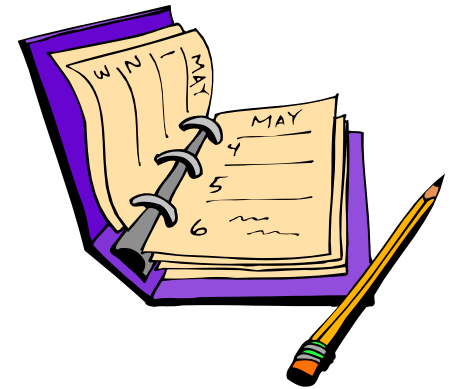
IV

- Trivia
- Some phone calls
- Excessive TV/Games
- Time wasters

Plan your time – Cont.

- **Daily Schedules:**

- Engagement books
- Palm Computers or PPC
- A piece of poster board tacked to a wall
- 3 x 5 index cards



First, put down all of the necessities; classes, work, meals, etc.

Then block in your study time. Schedule study for a time when you are most alert and energized.

Effective Scheduling Review

- Keep a calendar and include all your activities
- Keep weekly and daily schedules & review your schedule daily
- Keep a long-term schedule (one yr., four yrs.) and plan ahead
- Take into account the learning style when developing a study schedule. Select the times when you are most alert and the most appropriate place for you to study
- When setting up your schedule, organize tasks in order of priority
- Spread work out over a week period. Studying small amounts daily works better than does cramming
- Plan ahead your computer access needs and avoid time of heavy user traffic

- Once scheduling becomes a habit, you will discover that:
- *“It is easier to find something to do with extra time than to find extra time to do something.”*

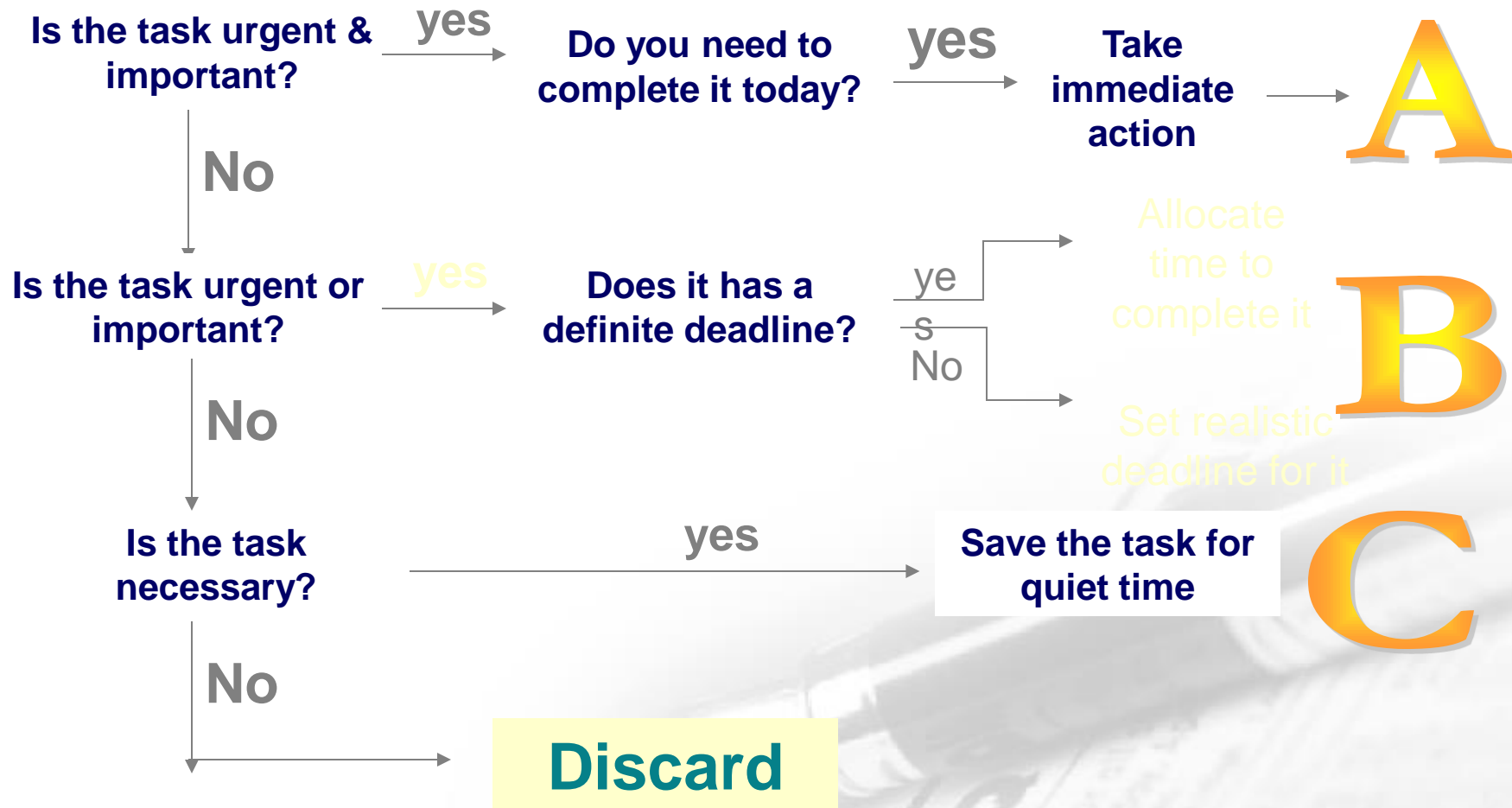
Crisis Management

- It can lead to situations such as:

- 1- High levels of stress
- 2- A disrupted private life
- 3- Tiredness
- 4- Failure of projects

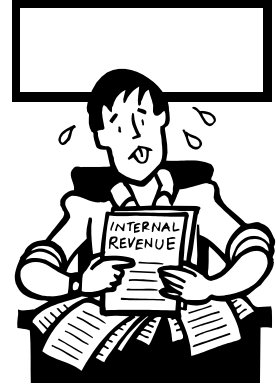


Assess your task!!



Stress Management

- Being more in control of what you do
- Being productive, and secure in your daily tasks
- Enjoying what you do
- Giving your-self more quality time to relax and enjoy life outside work



Hear me now, Believe me Later...



Common Time Wasters

- Interruption
- Meetings
- Tasks to delegate
- Procrastination
- Acting with incomplete information
- Dealing with classmates
- Crisis management
- Unclear communication
- Inadequate technical knowledge
- Unclear objectives and priorities
- Lack of planning
- Stress and fatigue
- Inability to say "No"
- Personal disorganization

Procrastination Signs *(Thief of Time)*

- Paralysis by planning where implementation is delayed unnecessarily
- Perfectionism which often serves to delay tackling other
- problems and not cost-effective to achieve
- Boredom
- Hostility to tasks
- The Deadline High

How to tackle procrastination?

Set deadlines by which goals should be achieved

Why don't people manage their time?

- *They don't know about it*
- *They are too lazy to plan*
- *They enjoy the adrenaline buzz of meeting tight deadlines*
- *They enjoy crisis management*

Failing to plan is planning to fail

how long should I study?

The rule-of-thumb in college

To spend two hours studying
for every one hour in class
each week

each week

for every one hour in class

to spend two hours studying

Soft
Archive

Summary

- **Time** can't be managed
- We can only manage **ourselves** and **our use** of time
- Planning
- Urgent v/s Important



Finally

- **Apply:** Time management principles to your real life.
- **Plan:** well your college and home activities.
- **You may find** some difficulties for the application, try to find solutions.
- **Reflect well on** the time management activities as it will be your **midterm assignment**.

Questions !!



COY KZAIT