

# *Time Management*

Learning Skills Course  
Dept of medical education  
College of Medicine

# Objectives

***At the end of this session, the student will be able to:***

- Identify the importance of TM
- Plan your schedules effectively
- Enumerate Time wasters
- Identify procrastination signs & tackle it



# *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

- "Be regular and orderly in your life."

Gustave Flaubert



# 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

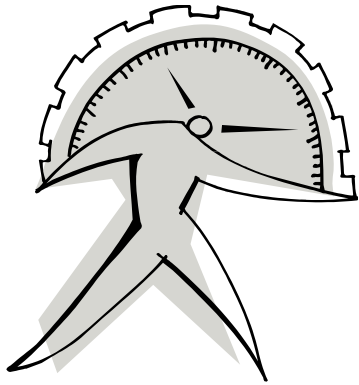
• وعن علمه ماذا عمل به؟ "

• (Age , youth, money and deeds)

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

"The majority of humanity is at a loss as they do not recognize the value of two of God's gifts: Health and (discretionary) time."

# *The Basic Rule*



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



# *Myths about Time Management*

- Time management is nothing but common sense. I do well in college, so I must be managing my time effectively.

No matter what I do, I won't have enough time!

Time management? I work better under pressure.

It takes all the fun out of life!!!



# ***The Truth!***

As college students, you are very busy people, and to make those 168 hours effective, you have to do some planning.

## **The Benefits of Time Management**

You are more **productive**.

You reduce your **stress**.

You improve your **self-esteem**.

You achieve **balance** in your life.

You feel more **confident** in your ability to get things done.

You reach your **goals**.



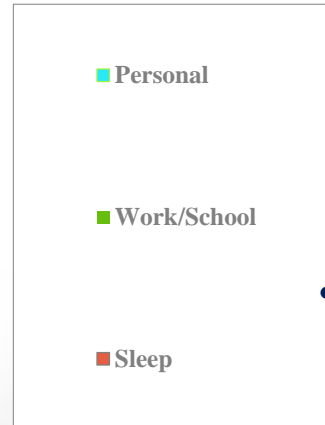
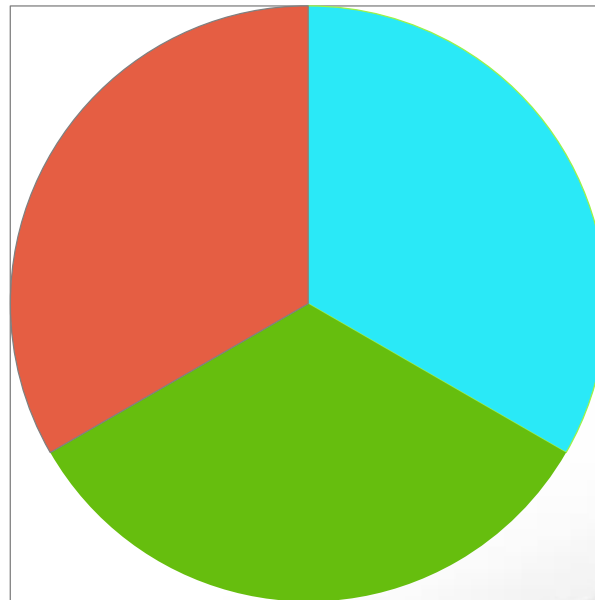
# *Time Management Tips*

- Use a planner
- a planner can be an effective and easy way to help you organize your time
- look at a number of different kinds of planners before you select one- some will help you more than others
- choose one that is easy to carry with you
- commit to checking/updating it daily
- try to include your daily to-do list in your plan

# *8,8,8 = Balance*

*There are only 24 hours in a day!*

- The day is made of only 24 hours (even though we wish it had more). Three segments of 8 hours keeps things simple.
- 8 hours of sleep gives you the rest your body needs to accomplish your goals and remain healthy.



- 8 hours of work/school keeps you from burning out by doing too much, or from not devoting enough time to your goals.
- 8 hours of personal time keeps your life well-rounded with time for fun and enjoyment!



*What is Time Management?*

***Simply, making use of most of  
your time and energy!***



# *A Word about **ENERGY***

*The most overlooked aspect of time management is your energy level.*

- Evaluate your energy level at different times of day.
- Schedule tasks when you have the energy level to match.
- Now that you know your “smart” hours - peaks and your slump hours - use that information to guide your study time selection.

If you are a “morning person,” seize the early hours to study and do assignments that require focus.

If you are an “evening person,” make sure that you are being productive and not sacrificing sleep for extra hours to socialize.

- **Losing sleep is the easiest way to sabotage your energy level!**

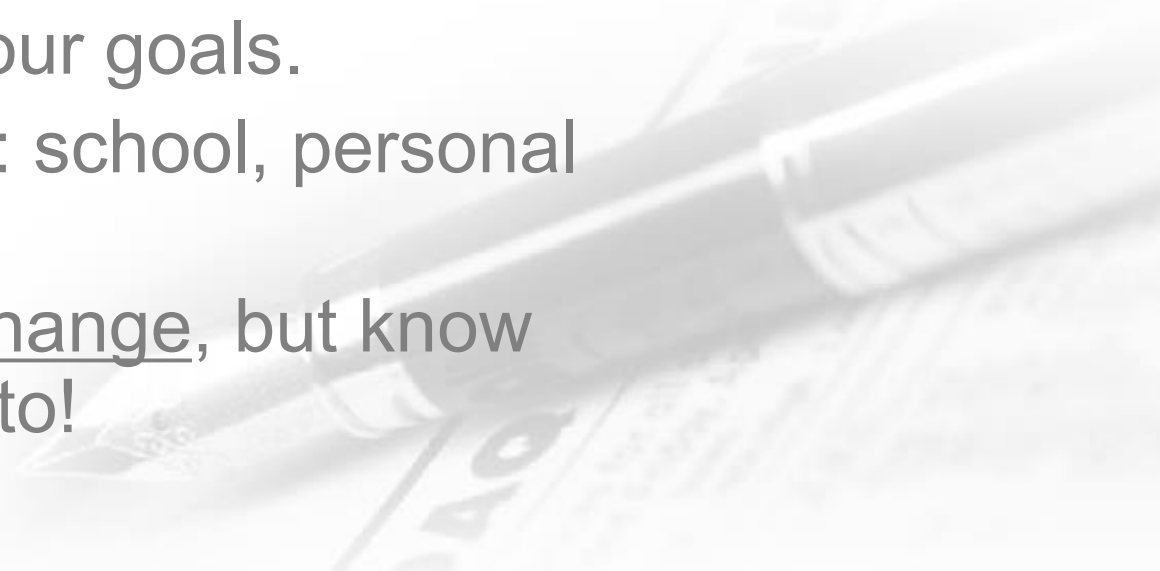


# ***What are the steps to Managing Your Time***

1. Set goals
2. Make a schedule
3. Revisit and revise your plan

# 1. Set Goals!

- Make your goals specific and concrete. Don't be vague.
- Set both long-term goals and short-term ones to support them.
- Set a deadline for your goals.
- Integrate your goals: school, personal and career.
- Realize that goals change, but know which goals to stick to!



## From your goals, set priorities.

- What's important and what isn't?
- What order do things need to be done in?
- Once you know what your priorities are, you need to plan out a schedule for the semester, the week and the day.
- Planning may seem hard at first, but the more you do it, the easier and more natural it gets.



# *Plan your time* (Eisenhower method)

**Urgent**

**Not Urgent**

**Important**

**I**

- Crisis
- Pressing Issues
- Deadlines
- Meetings

**II**

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

**Not Important**

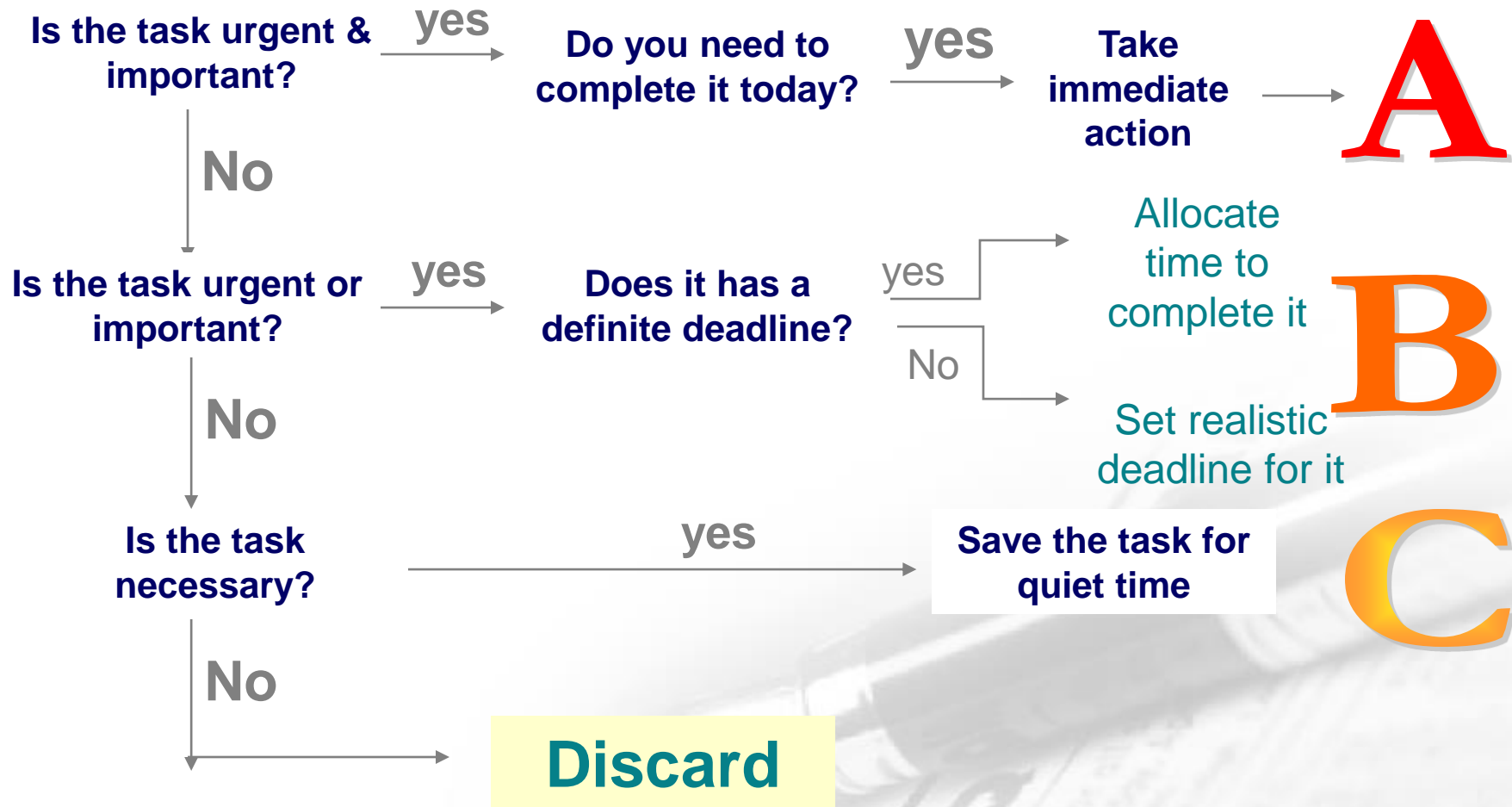
**III**

- Interruptions
- Some mail
- Many popular activities

**IV**

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

# Assess your task!!



## ***2. Make a Schedule***

- Look at the syllabus for the class schedule.
- Begin with blocking all *class* and *lab* times.
- Block all other set time obligations:  
    Work, mosque, meetings and so on...
- Highlight all *exams* and project *due dates*.
- Identify routine homework days.
- Work backwards from exams and papers and map out study/writing time.
- Don't forget to take a break once in a while.

*Make a Schedule continued*

## *Set Up Your Weekly Plan*

Spend 30 minutes or so mapping out the week.

Ask yourself these questions about the week:

- What do I expect to accomplish?
- What will I have to do to reach these goals?
- What tasks are more important than others?
- How much time will each activity take?
- When will I do each activity?
- How flexible do I have to be to allow for unexpected things?



***Ask yourself !!***

**How effective is my schedule?**

**Does I allow enough time to accomplish what the schedules?**


**Am I paying attention to my energy level?**

**Does it look like I will accomplish everything I plan?**

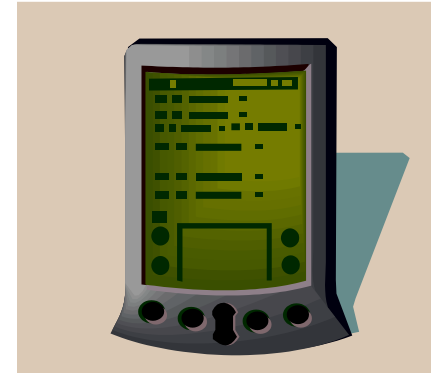
**How well will I be able to accomplish certain tasks?**



*“Work smarter, not harder.”- Alan Lakein*

- Set realistic goals, there are only 24 hours in a day.
  - Study at the same time each day: make it a habit
  - Divide study time into 50-minute blocks.
  - Don't forget to reward yourself when you do something right!
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- A fountain pen is shown in the lower right corner of the slide, resting on a document. The document has a checklist with the word 'CHECK' visible at the top. The pen is silver and black, and the document is white with black text.

- Complete a term assignment preview.
- Use a “week at a glance” organizer.
- Enter in due dates and social events as soon as you can.
- Review your calendar daily for the current week and upcoming week.
- It just takes a moment to review your calendar and it relieves stress to know you are on top of things.



# *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 aim is to ensure that we concentrate our effort on the high payoff tasks



# *Plan your time*

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




# *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***



# *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:*

*“Never do today what you can put off ‘till tomorrow!”*

## *Forms of procrastination:*

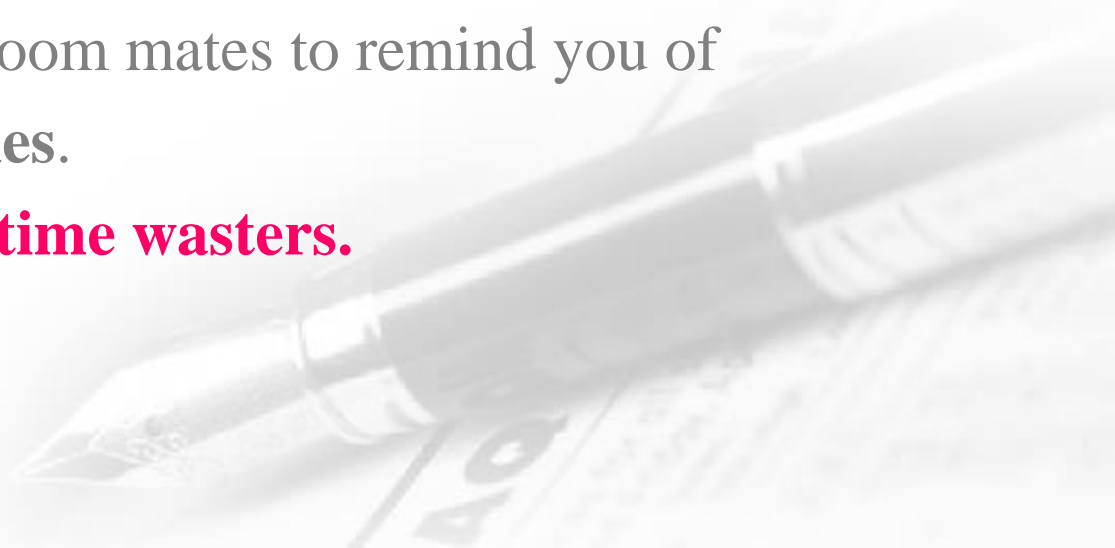
- Ignoring the task, hoping it will go away
- Underestimating how long it will take
- Overestimating your abilities and resources
- Telling yourself that poor performance is okay
- Doing something else that isn't very important
- Believing that repeated “minor” delays won't hurt you
- Talking about a hard job rather than doing it
- Putting all your work on only one part of the task
- Becoming paralyzed when having to make choices

# *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 to Overcome Procrastination*

- **Set and keep deadlines.**
  - **Organize, schedule & plan.**
  - **Divide a big job into smaller ones.**
  - Find a way to make a game of your work or make it fun.
  - **Reward yourself when you're done.**
  - Tell your friends and room mates to remind you of **priorities and deadlines.**
  - **Learn to say “no” to time wasters.**
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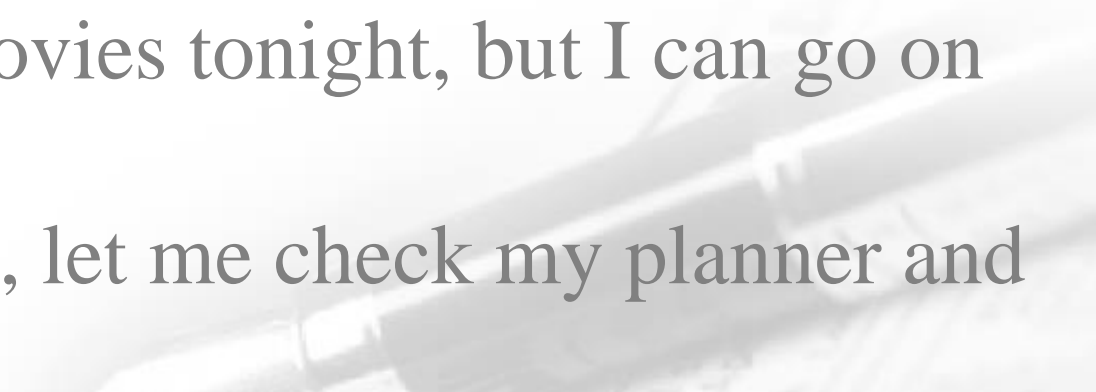
# *Procrastination Signs* (Thief of Time)

**How to tackle  
procrastination?**

**Set deadlines by which  
goals should be achieved**



# *Tackle Time Wasters*

- Learn to say ‘**NO**’
  - Examples of good ways to say “no”
  - Instead of: “I really should study”, say “You caught me in the middle of something important, I’ll call you later.”
  - “I can’t go the movies tonight, but I can go on Saturday.”
  - “Before I say yes, let me check my planner and get back to you.”
- 
- A fountain pen is shown in the lower right corner, resting on a calendar page. The pen is silver and black, and the calendar page has some text and numbers visible, though they are out of focus.




# *Strategies on using time (read at home)*

These applications of time management have proven to be effective as good study habits.

- **Blocks of study time and breaks**  
As your school term begins and your course schedule is set, develop and plan for, blocks of study time in a typical week. Blocks ideally are around 50 minutes, but perhaps you become restless after only 30 minutes? Some difficult material may require more frequent breaks.
- **Dedicated study spaces**  
Determine a place free from distraction (no cell phone or text messaging!)
- **Weekly reviews**  
Each week, like a Saturday night, review your assignments, your notes, your calendar.
- **Prioritize your assignments**  
When studying, get in the habit of beginning with the most difficult subject or task.
- **Postpone unnecessary activities until the work is done!**
- **Identify resources to help you**  
Are there tutors? An expert friend? Have you tried a keyword search on the Internet to get better explanations? Are there specialists in the library that can point you to resources? What about professionals and professional organizations.
- **Use your free time wisely**  
The bottom line is to put your time to good use. What is one example of applying free time to your studies?
- **Review notes and readings just before class**  
It demonstrates to your teacher that you are interested and have prepared. How would you make time to review?
- **Review lecture notes just after class**  
Then review lecture material immediately after class.  
The first 24 hours are critical. Forgetting is greatest within 24 hours without review!

# *Summary*

**10 WAYS THAT YOU CAN USE TO IMPROVE YOUR TIME MANAGEMENT SKILLS AND INCREASE PRODUCTIVITY.**

- 1. DELEGATE TASKS**
  - 2. PRIORITIZE WORK**
  - 3. AVOID PROCRASTINATION**
  - 4. SCHEDULE TASKS**
  - 5. AVOID STRESS**
  - 6. SET UP DEADLINES**
  - 7. AVOID MULTITASKING**
  - 8. START EARLY**
  - 9. TAKE SOME BREAKS**
  - 10. LEARN TO SAY NO**
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- A fountain pen is shown in the lower right corner of the slide, resting on a document that features a calendar grid. The pen is silver and black, and the document is slightly blurred, suggesting a focus on the text above.

# Questions !!



THANK YOU