

Time Management

(aka How to Avoid Ulcers)





$$K \times S \times M \times T = MEP$$

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■ Knowledge x Skill x Motivation x Talent = Maximum *Employment Potential* (educational/academic, athletic, etc.)

- Why is the formula multiplicative?



[HTTP://WWW.YOUTUBE.COM/WATCH?V=A6FVEWLBGBO](http://www.youtube.com/watch?v=A6FVEWLBGBO)

6 Components of Self-Regulation

- Motivation (Why?)
- Methods of learning (How?)
- Use of time (When?)
- Physical environment (Where?)
- Social environment (With whom?)
- Monitoring performance (What?)

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Time Management vs. Procrastination

Time Management

Procrastination

■ Skill

- Do you *understand* how to organize your time?

■ Knowledge

- Do you need to *learn* how to manage your time to accomplish all of your work?

■ Manage tasks

- Do you *know how to* prioritize your responsibilities?



■ Will

- Do you not *feel* like dedicating the adequate amount of time to a task?

■ Motivation

- Do you need *motivation* to start the tasks you set aside time for?

■ Manage Affect

- Do you *feel overwhelmed* with the number of tasks you have to accomplish?

Time

■ Skill

- Do you *understand* how to organize your time?

■ Knowledge

- Do you need to *learn* how to manage your time to accomplish all of your work?

■ Manage tasks

- Do you *know how to prioritize* your responsibilities?

Planning How To Use Your Time



Planning Gone Too Far?



TALES OF MERE
EXISTENCE

BY LEV YILMAZ

Some benefits of planning

- Helps you put first things first
- Helps you anticipate challenges and opportunities
- Gives you freedom and control
- Gives you a sense of accomplishment

Time robbers

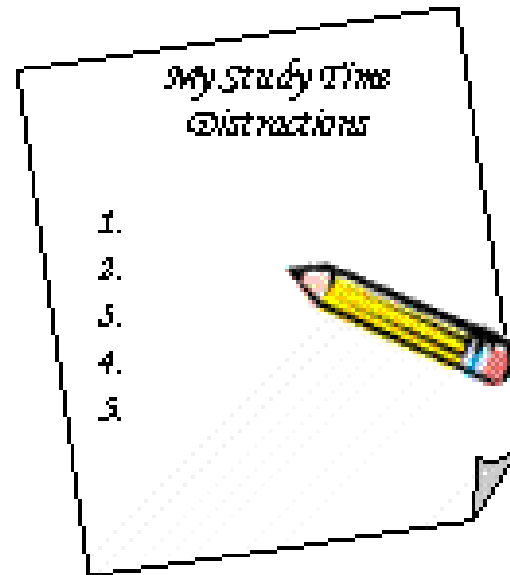


- Imposed by the environment
- Self-inflicted



Time robbers imposed by the environment

- Interruptions
- Demands of family and friends
- Conflicting priorities



- Americans spend approximately ___ minutes every day searching for items.
- We never use ___% of what we keep.
- Getting rid of excess clutter would eliminate ___% of housework.
- ___% of clutter in homes is a result of disorganization, not a lack of space.

Self-Inflicted Time Robbers



- Americans spend approximately 55 minutes every day searching for items.
- We never use 80% of what we keep.
- Getting rid of excess clutter would eliminate 40% of housework.
- 80% of clutter in homes is a result of disorganization, not a lack of space.

Self-inflicted time robbers



- Poor attitude/failure to listen
- Personal disorganization
- Being undecided and/or confused about choices
- Procrastination

Key Question to Deal with Self-
Inflicted Time Robbers:
Would I pay myself right now?



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Urgent vs. Important tasks

<p>QUADRANT 1: (Covey, 1998) IMPORTANT/URGENT</p> <hr/> <p>Projects due immediately Exam tomorrow</p>	<p>QUADRANT 2: IMPORTANT/NOT URGENT</p> <hr/> <p>Essay due in a week Exercise Goal setting</p>
<p>QUADRANT 3: URGENT/NOT IMPORTANT</p> <hr/> <p>Other people's small problems Peer Pressure</p>	<p>QUADRANT 4: NOT URGENT/NOT IMPORTANT</p> <hr/> <p>Too much TV Excessive time on Facebook</p>

Urgent vs. Important tasks

<p>QUADRANT 1: (Covey, 1998)</p> <p>IMPORTANT/URGENT</p> <p><u>The Procrastinator</u> Projects due immediately Exam tomorrow</p> <p>FIREFIGHTERS</p>	<p>QUADRANT 2:</p> <p>IMPORTANT/NOT URGENT</p> <p><u>The Prioritizer</u> Essay due in a week Exercise Goal setting</p> <p>FIRE PREVENTORS</p>
<p>QUADRANT 3:</p> <p>URGENT/NOT IMPORTANT</p> <p><u>The Yes-Person</u> Other people's small problems Peer pressure</p>	<p>QUADRANT 4:</p> <p>NOT URGENT/NOT IMPORTANT</p> <p><u>The Slacker</u> Too much TV Excessive time on Facebook</p>

Urgent vs. Important tasks Results

QUADRANT 1: IMPORTANT/URGENT

The
Procrastinator

Stressed out
Burnt out

QUADRANT 2: IMPORTANT/NOT URGENT The Prioritizer

Vision
Balance
Control

QUADRANT 3: URGENT/NOT IMPORTANT The Yes-Person

Out of control
Victimized

QUADRANT 4: NOT URGENT/NOT IMPORTANT The Slacker

You're fired!



What system do you use to manage your time?



Why are these time management strategies effective?

- Set regular study periods
- Study in an environment free of distractions
- Take short breaks every 30-60 minutes
- Alternate subjects
- Do what you dislike first
- Work ahead
- Use breaks between classes/waiting time
- Make up a fake class