



# THRIVE

Wellbeing and study success

Presented by:

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*Session 2: Time Management*

What is this program all about?



# No Recordings

Today's session will **NOT** be recorded for your privacy.



# ▶ Time Management

What does it mean?

## ▶ Time Management

The process of exercising control over the resource of time to achieve goals

## ▶ Time Management

- Use a calendar
- Turn off social media
- Start assignments sooner

Easy right???

## ▶ Time Management

Time Management is about exercising choice over a limited resource: **Time**

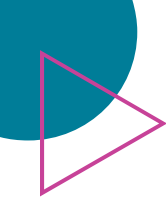
Major items of agency:

- Goals
- Priorities
- Allocation

## ▶ Goals

- Clear goals are required to ensure time management techniques are useful
- Without goals, time is devoured by distractions and unproductive work





# Eisenhower Technique

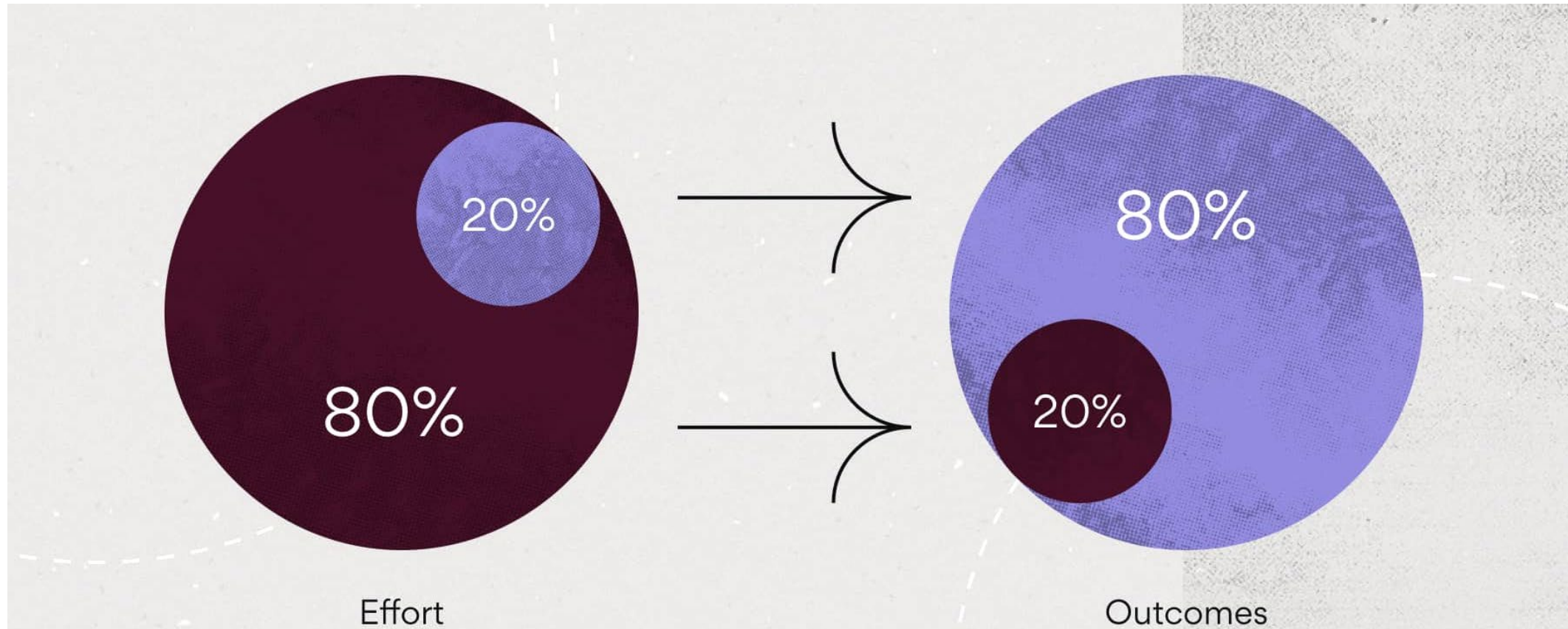
## The Eisenhower Decision Matrix



### Examples:

- Assignment due tomorrow?
- Exercise?
- Pre-readings for next week?
- Laundry & Dishes?
- Phone call from unknown number during a work sprint?
- Social media notification?

# Pareto Principle



# Allocation



Time is a finite resource.

Allocate it well.

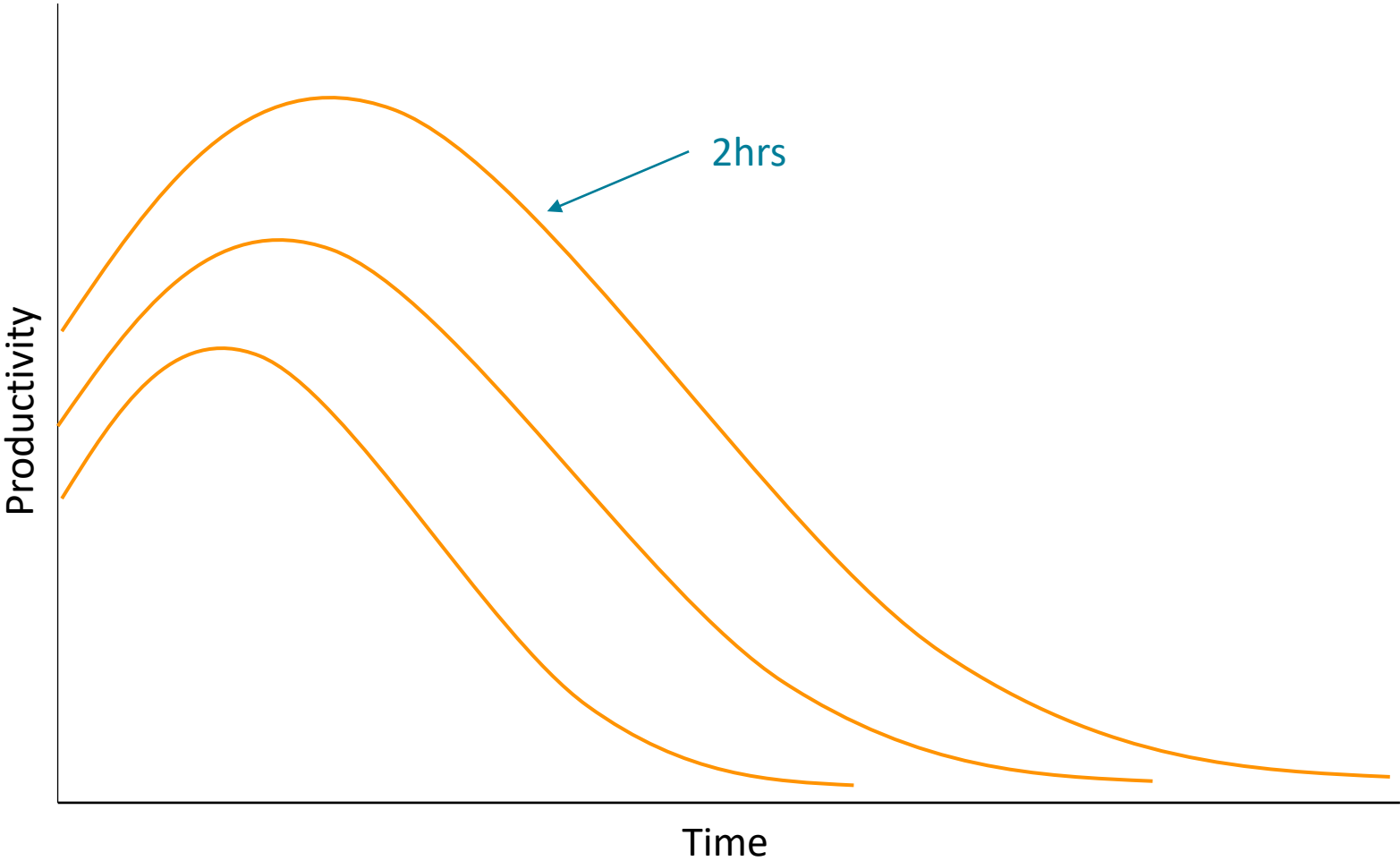
Self-Care is non-negotiable

# Allocation



# Self-Care is non-negotiable

# Self-Care & Productivity Curves



*What happens without regular self-care?*

# To-Do Lists

Dedicated to-do list users are approx. 30% less productive than people who do not use to-do lists.

Why?



Time for a break!

# Saying No



**No** is a complete sentence

# Choosing Failure



When is failure the right choice?



What will you take  
away from today?

The goal is *Progress*  
not *Perfection*

