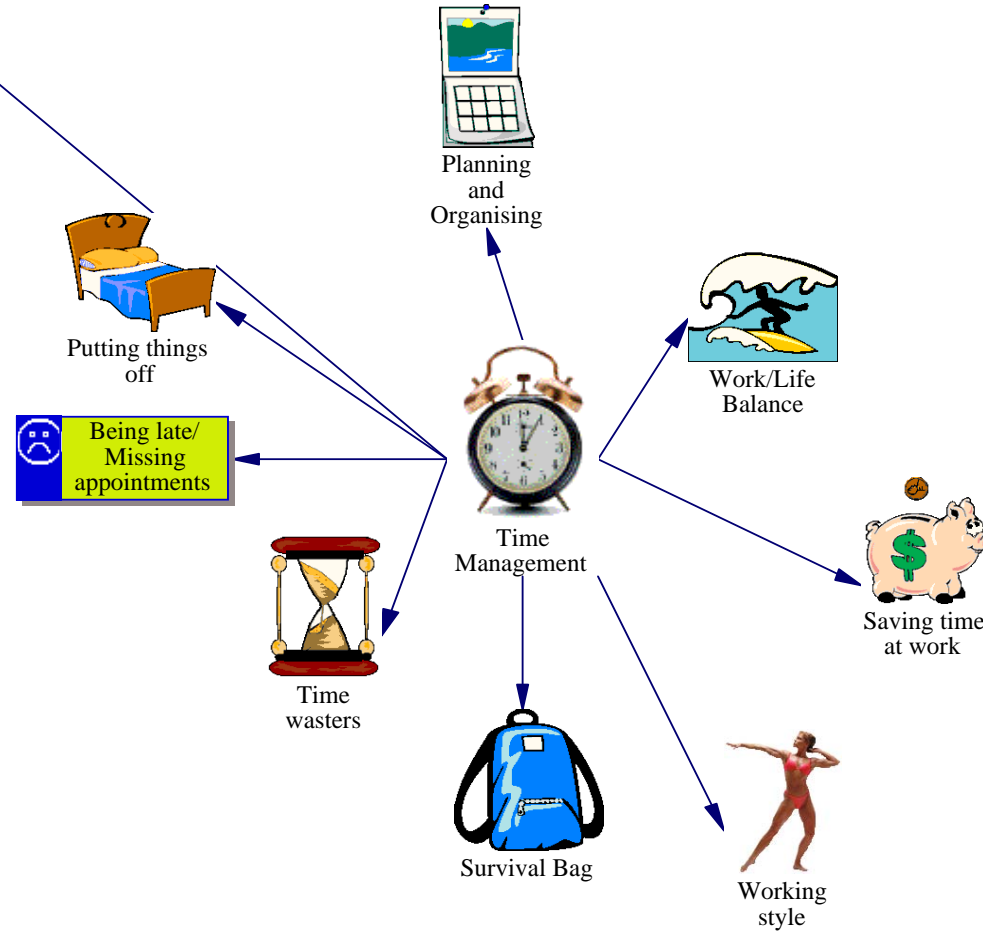


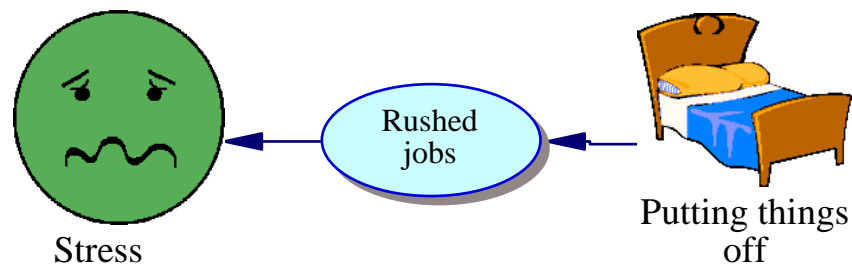


Stress

**Time Management**  
Time is a linear concept - and many of us are non-linear thinkers. Don't beat yourself up - try management strategies.

- Be in charge of your workload rather than being at the mercy of your assignments.
- It will help you have time for living as well as working!
- Don't feel guilty about spending time relaxing, doing sport, socialising - they are important parts of your life.
- If your internal time keeping is unreliable train yourself to use external methods.



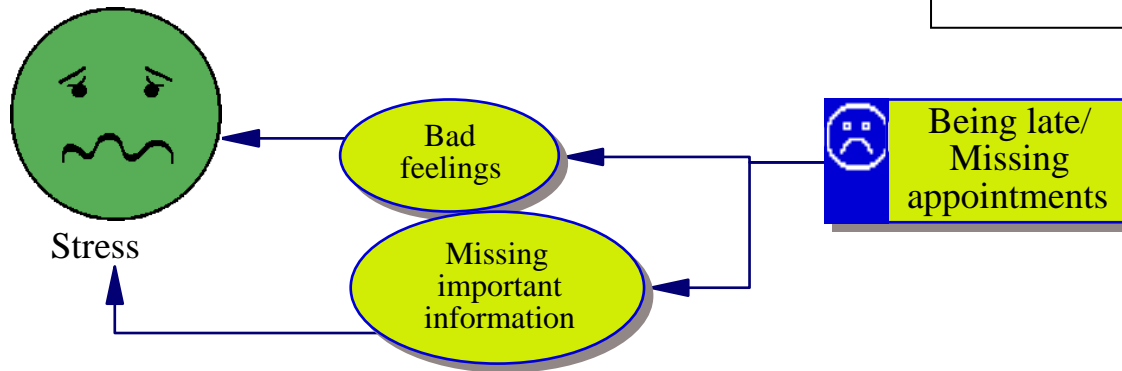


**Putting things off**

- Putting tasks off means that you are still carrying them in your mind;

**Rushed jobs**

- Letting yourself down by not having enough time to do a proper job.
- Remember you need to let your work 'go cold' before you can read what you really wrote rather than what you think you wrote.

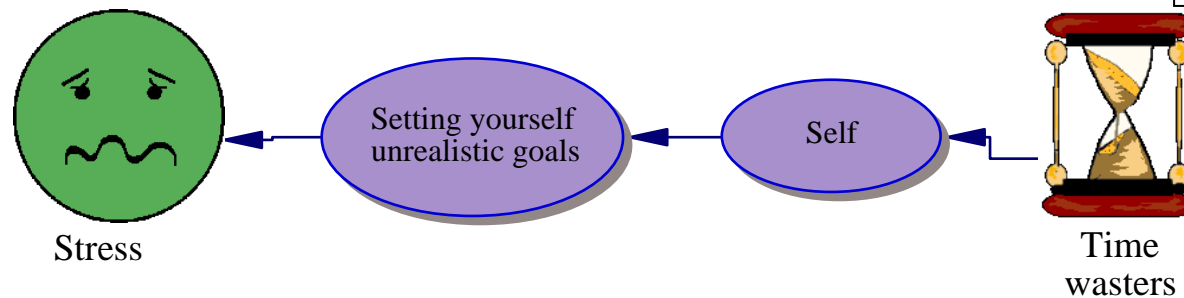


**Being late/Missing appointments**

- Can lead to breakdown in communications
- e.g. missed appointment with a work group means that you were not there to discuss the next time to meet.

**Bad feelings**

- For you and the other people involved



**Setting yourself unrealistic goals**

Setting yourself up to fail

### **Stress**

- Poor time management leads to stress.
- Stress makes every thing worse!
- When you are stressed your body produces adrenaline which enhances the ' animal-level' response mechanisms and suppresses higher level activities so
- Dyslexic difficulties are worse:
  - Understanding directions/instructions harder
  - You are less likely to remember things
  - It is harder to concentrate
- Stress leads to more stress - its a viscous cycle



Stress

## TIME WASTERS

Who wastes your time?

### YOUR SELF

#### Setting yourself unrealistic goals

- Setting yourself up to fail

#### Time spent chatting/ doodling/dawdling/ window shopping!

#### Preparation or procrastination?

- Can you start work as soon as you sit down?
- What do you NEED to do before you can start?
- 

### OTHERS

If only Coleridge hadn't been disturbed in full flow of thought...

#### Do not disturb

- **Silence phone** -If you can't ignore a ringing phone put it on silent mode or switch it off when you are working.
- **Notice on your door** - Have a notice for when you are available as well as when you are working!
- **Turn off your email**  
Learn to say 'No'

#### Don't just be lead by others

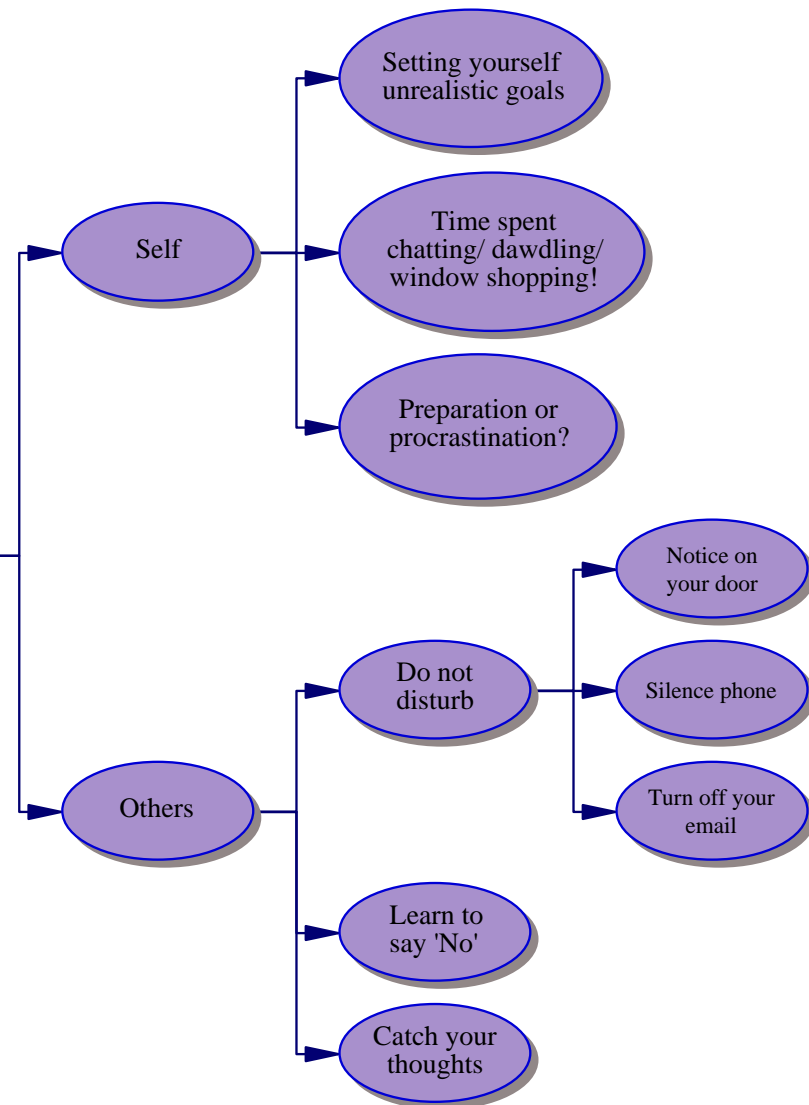
- If you have a plan try to stick to it.
- Suggest another time to meet/ another activity

#### Catch your thoughts

- If you are interrupted try holding your hand up and then jotting down your train of thought or recording what you were about to do, before speaking to the person who has interrupted you.



Time wasters





Survival Bag

### Survival Bag

What do you keep in your bag?

- Duplicates - keep a pencil case in your bag at all times and another on your desk
- Train yourself to keep your diary in your bag - always put it back.
- Keep useful phone numbers e-mail addresses on you, so that you can send messages as you think of them.
- Keep a note book for recording good ideas, brain waves, things to look up, references to track down.

Too heavy? - time to file some papers!

Anything else you need to survive the working day?

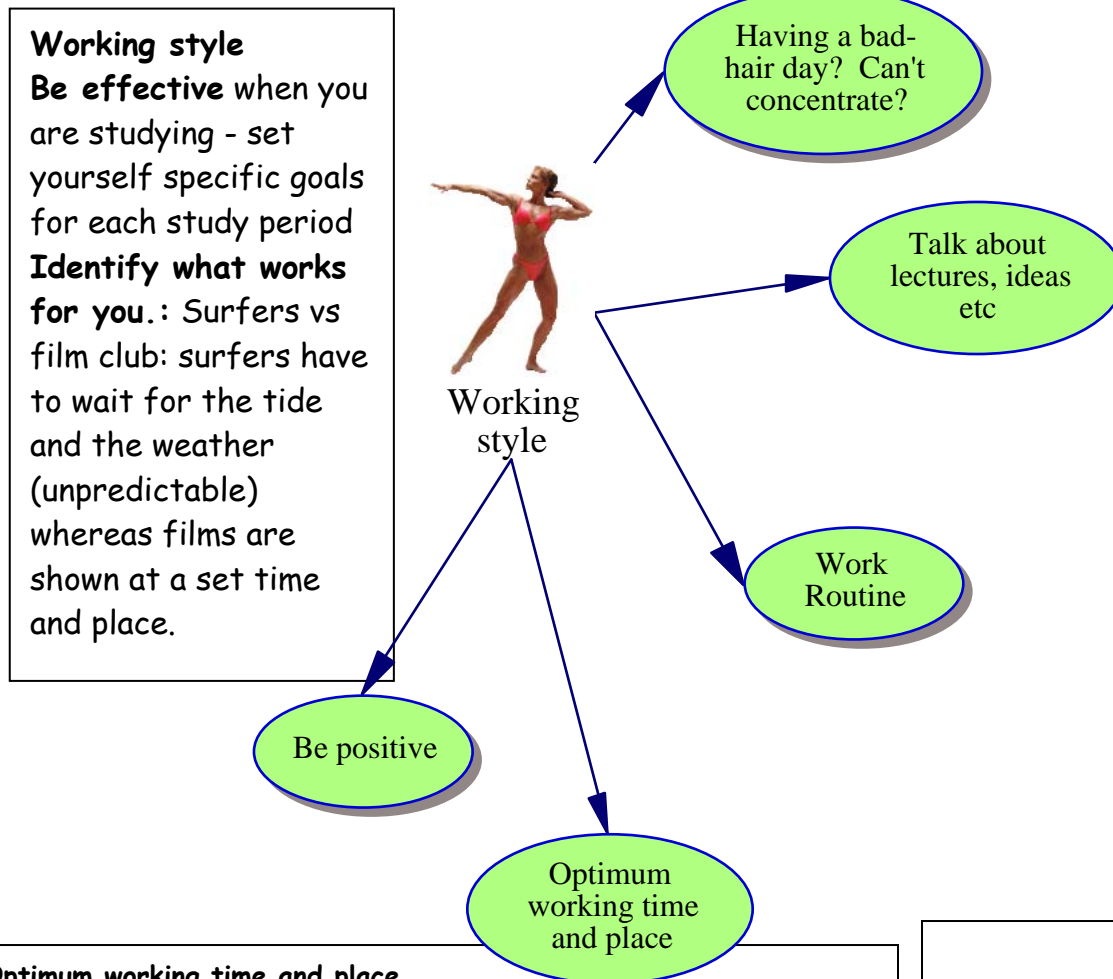
Sweets?

Calculator?

Mobile phone?

Highlighter pens?

A4 writing pad?



**Having a bad-hair day? Can't concentrate?**  
 Try:

- Breaking blocks of study time down to 15 or 20 minutes and then have a 10 min. break.
- Pick a different job from your 'To Do List'.
- Start with the question/section you find easiest
- Do something that needs to be done and doesn't require much thought e.g. references.

**Talk about lectures, ideas etc**

- Talking with fellow students can:
- help clarify ideas;
- help you to find ways of expressing concepts you have learned;
- see another point of view

**Work Routine**

- Do you prefer structured, regular or timetabled working patterns?
- Remember to build in break times, and some flexibility for dealing with the things life throws at you.
- Jogging listening to podcasts?
- Out of your room away from distractions - selecting what you need to take with you can help you focus.

**Optimum working time and place**  
 Try to plan to do tasks you find hard at the time you work the best. Set up your work space so that you have the materials you need around you.  
 Music or silence (mute headphones)?  
 Jogging listening to podcasts?  
 Out of your room away from distractions - selecting what you need to take with you can help you focus.

**Be positive**

- Think positively 'say now I am going to get this done' as you sit down rather than groaning "oh no work again - I can't do this'
- Positive thinking can have a positive outcome on your work.
- Think of a list of positive statements or affirmations

### Saving time at work

#### Organise your notes

- Ever spent hours looking for that piece of paper?

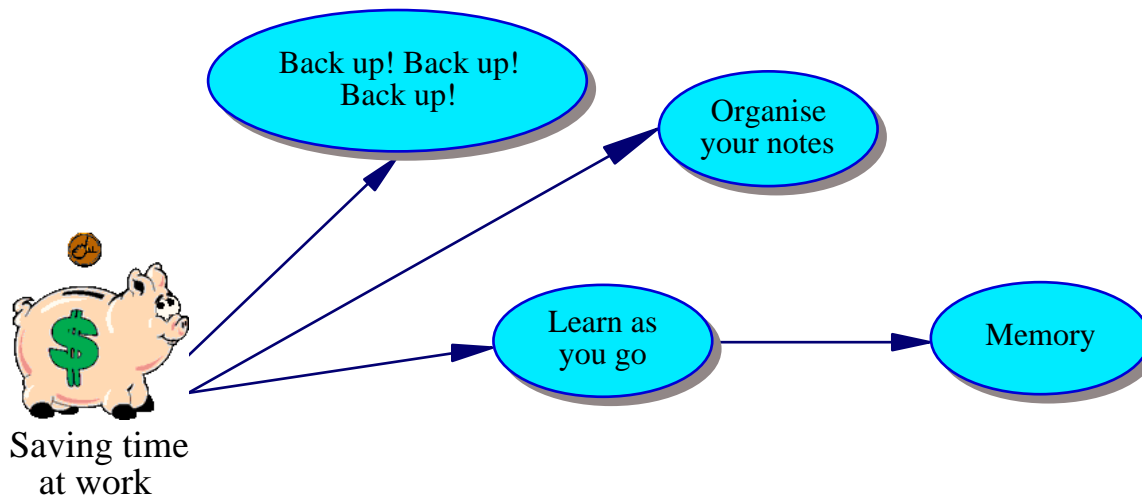
TRY:

- Making a copies of assignment instructions - one for the wall, one for you file
- Make notes on A4 paper with holes punched in so you can file notes without copying them out.
- Ring binders for different modules
- File dividers keep lecture notes separate
- Colour coding with stickers
- Trays/boxes for different subject notes
- Catalogue your notes; use index cards; use inspiration - you can make hyperlinks to sound and text files.
- Printing out your library search histories

### Back up! Back up! Back up!

Loosing work is loosing time.

- Press save frequently
- Use your university computer space
- e-mail yourself
- Use a thumb drive
- Use 'save as' when you open a piece of ongoing work - change the name  
e.g.' Time management1.doc' -> 'Time management.2.doc'. It stops you replacing your backup with an older version.



### Memory

Learning needs an effective memory. For this you need to practice:

- 1) Acquiring information and hanging on to it long enough to use it - (e.g. making notes, talking about a lecture immediately afterwards)
- 2) Encoding - making sense of what you have learned - labeling it understanding the material
- 3) Storing it (look after your health - sleep helps!)
- 4) Retrieval - recalling what you need when you need it

## Learn as you go:

### Review

Try to get into the habit of reviewing what you have learned.

- You are likely to forget up to 80% of detailed information within 24 hours of learning if you don't review what you have learned.

### Study

- So try **50 minutes study 10 minute break then review what you have learned for about 5 minutes.** You need the break - it makes the review process more efficient.
- The review process should be active - so highlight key points or make brief notes.

### After an hour

- **An hour later** review again - for 2-4 minutes

### After 24 hours

- The next day review your learning again (2-4 minutes) - it should be OK for about a week now

### After a week

- Review it again - your learning should now be effectively stored in long term memory.

### A month

- Check it again **after a month**
- This method is more effective than last minute cramming.
- You will have learned the material - rather than remembering for a short time only
- It helps you build up blocks of knowledge, that can in turn, can provide fixing points for more information



### Work/Life Balance

- Think of your degree as a full time job.
- Expect to spend about 40 hours a week on your studies.
- Working 10 hours a day for more than 6 days a week makes you less effective (and exhausted).
- Lower marks for greater effort will make you miserable

### Allocate enough time

- Be realistic
- e.g. If you like to swim for 30 minutes don't forget time in the changing room and traveling time
- If you are going to read for 90 minutes you need to allow for break times and preparation time.

### Include breaks

- Meals are essential
- Short breaks will make you more efficient!

### Prioritise

- In your everyday life?
- What is vital to you? What is desirable? What is necessary? What is neutral? What is unnecessary?
- What are your short term goals?
- What are your short term goals?
- Will any of the above take you towards your goals? If so give them higher rating
- **Prioritise your work:** How much is assignment worth?
- **Read selectively**



Work/Life Balance



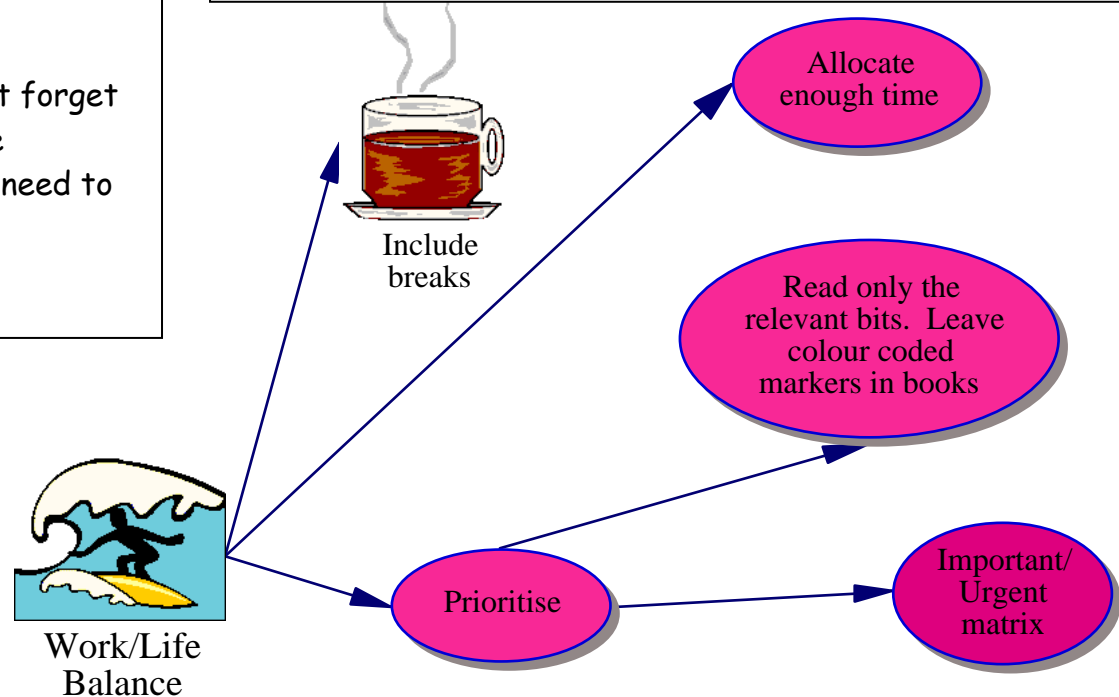
Include breaks

Allocate enough time

Read only the relevant bits. Leave colour coded markers in books

Prioritise

Important/Urgent matrix



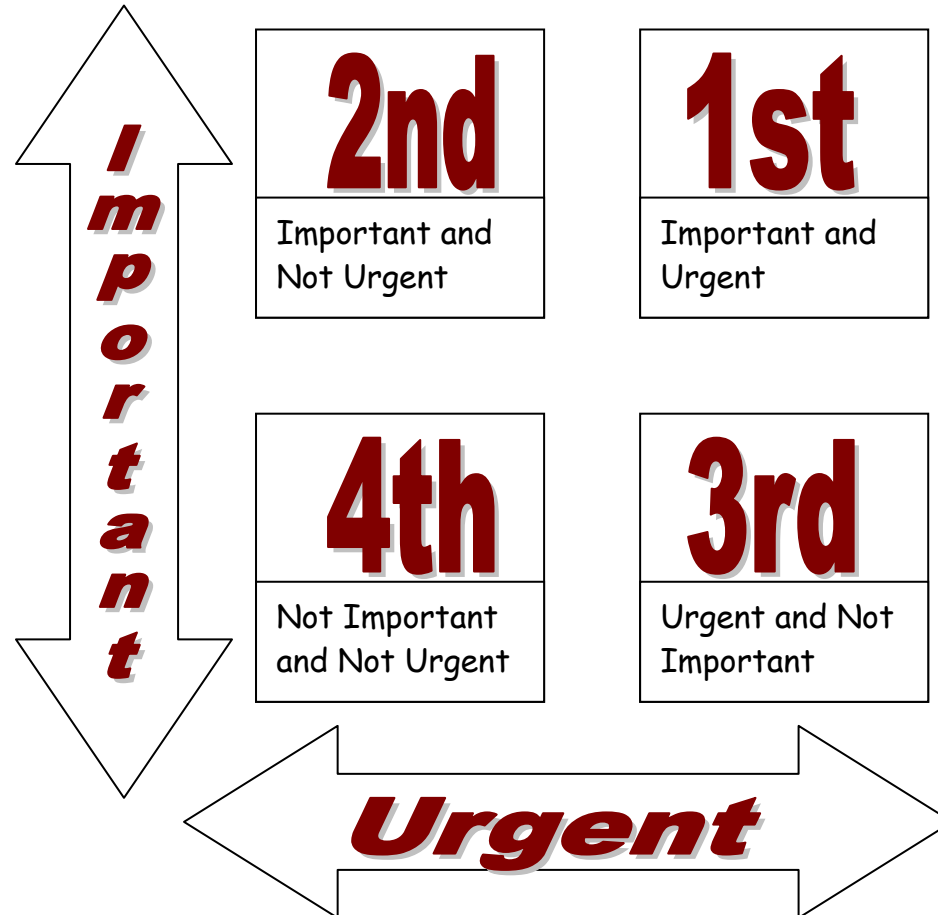
## Important/Urgent matrix

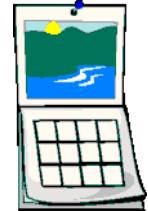
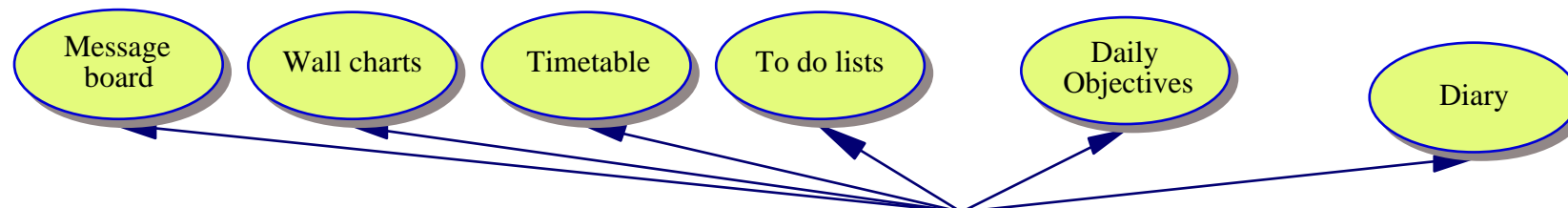
Try this matrix to help prioritise your work

Remember to reassess your work as you get closer to deadlines.

It is said that the most efficient and productive workers manage to perform most of their important work BEFORE it becomes urgent!!!

Does it matter if you don't get around to tasks that are neither urgent nor important?





Planning  
and  
Organising

**Message board**

Pin up your

- 'To Do List'
- Appointment cards
- Invitations
- Wall charts

**To do lists**

- Keep an ongoing to do lists.
- Tick off jobs done
- Copy jobs not done onto new lists.
- Prioritise jobs.
- Keep old lists to show where the time has gone
- for use in study diaries

**Daily Objectives**

Set yourself a work task and some leisure activity every day. Allow enough time for both! Think about your goals when you meet distractions - remember idle chatting, doodling , daydreaming is costing you leisure time as well as work time!

**Wall charts**

Try:

- Using these for long term goals.
- Break down tasks into chunks and work backwards
- e.g. Filling in exam timetable and block in revision time for each subject
- Highlight assignment deadlines
- Colour coding topics

























**Planning and Organising**

- Be realistic
- Remember to include time for chores as well as work and your social life!
- Relaxation/leisure/ sport is essential for well-being
- Can you multi task? - read in the launderette?
- Plan blocks of time - not just by task but also by location
- e.g. two lectures in lower Bangor with an hour in between - use that time for something that needs to be done in that area
  - the science library; a bank appointment; a swim...
- Leave room for flexibility - you need to have time for the unexpected!!

**Timetable**

- Make a timetable of all your regular activities - lectures and social clubs.
- Carry it with you -or keep your diary up to date
- Try arranging your day into four blocks: reserve 2 for studying, one for other activities and don't forget you need to sleep!
- It's healthy to have a couple of days off every day.

This example is from the University of Hull (<http://www.hull.ac.uk/disability/dyslexia/semester1/organisation.html>)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night time (Stupid O'clock)							

### Diary or Organiser

- Find one that suits your needs.
- How much space do you need?
- A page a day or a page a week?
- How will you carry it?

Keep it:

- Filled in
- Up to date
- With you

### Visualisation/Realisation

- When making an appointment find out what day of the week it falls on - what month. What do you usually do on that day or at that time?
- Imagine where you will be coming from to keep the appointment -
  - how you will get there
  - where you will be going afterwards.
- Work out if you are available or will you have to postpone or reschedule something?

### Memory joggers

- Post-it notes on the fridge or your front door
- Cards with a message on in your purse or wallet
- Leave notes on the kettle - On your toothbrush
- Write on your mirror
- Leave a message on your answering machine!

### Alarms!

- Use a kitchen timer
- alarm clock
- or phone alarms

### to help you

- keep track of time.
- keep you on schedule
- how long spent on a task
- to remind you to take a break
- tell you when its time to go somewhere.

