

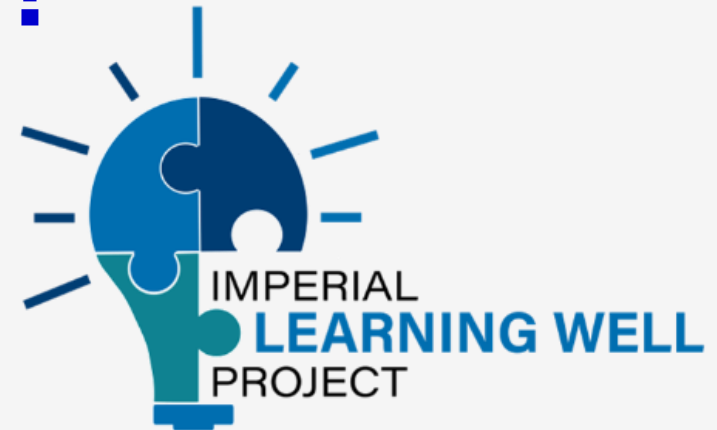
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How Can You Manage Your Time Well?

Facilitators: Katie Dallison and Katie Stripe

The Careers Service and the Education Office

Attributes and Aspirations team



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Pre-session Check-in Exercise

Imperial students

To support you to get the most from the Learning Well Programme, please take a moment to complete this short exercise about your current understanding and expectations of this session:

- Your responses will be submitted anonymously.
- There are no right or wrong answers – feel free to share your thoughts.
- This activity should take no more than 2-3mins.

Learning Well Programme: Pre-session Check-in Exercise

(MONDAY)



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During this session we will:

- Evaluate how you currently manage your time
- Consider common time traps and how these could influence your time management style
- Explore practical tools and solutions to help you improve your time management



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How long is a minute

00 : 00 : 00

Change Clock Type

Digital

Duration: 00 02 00

TimeUp Reminder (Optional): --

--

Choose Sound Effect None

Choose TimeUp Sound None

☒ Enable Count Up ☐ Combine With Bar Clock

Start

Pause

Stop

Reset



**AA students tried to
measure out a minute.
They averaged...**



58 seconds!

EE1 - Managing your Time

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How do you rate your time management now?

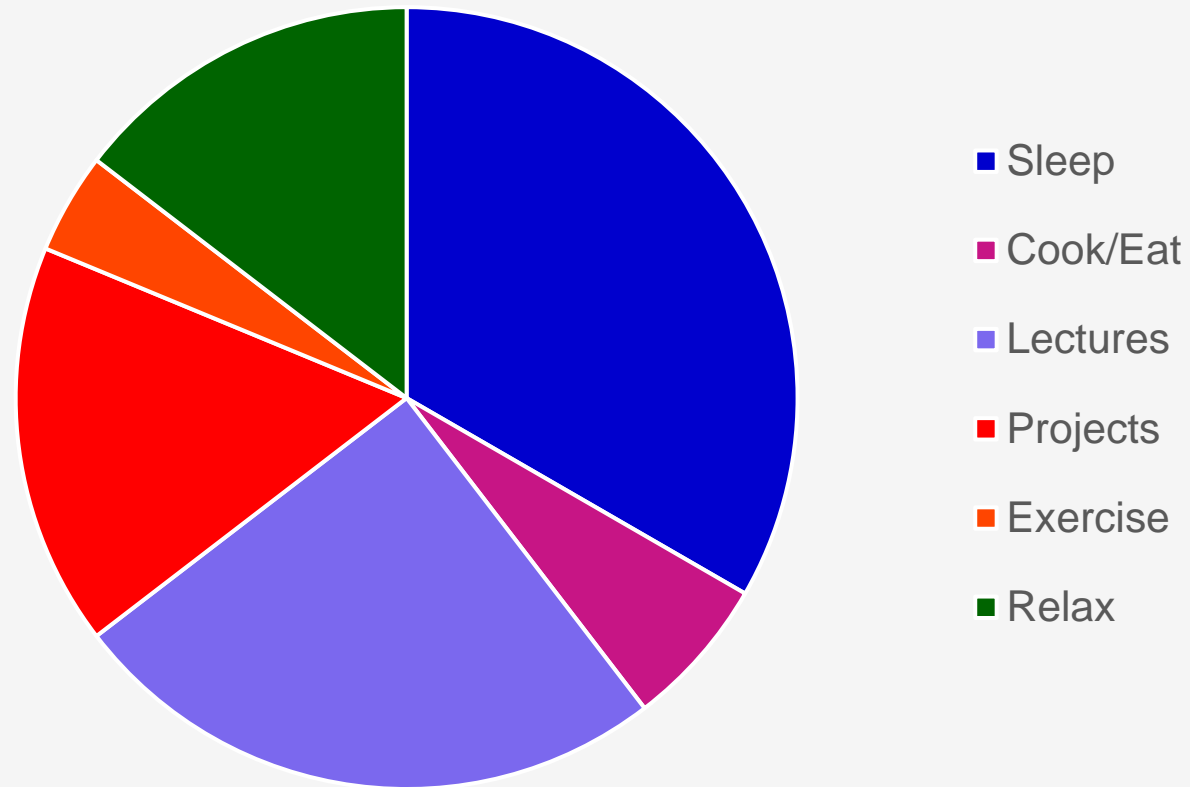
- Amazing – I'm never late and I never miss a deadline.
- Pretty good – I generally achieve everything.
- Could do better – I've pulled the odd all-nighter to meet a deadline.
- Last minute rusher – I'm usually late for things but generally meet deadlines
- Really bad – I'm always missing deadlines and struggle to fit everything I want to do in



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Analyse your day

A typical study day...



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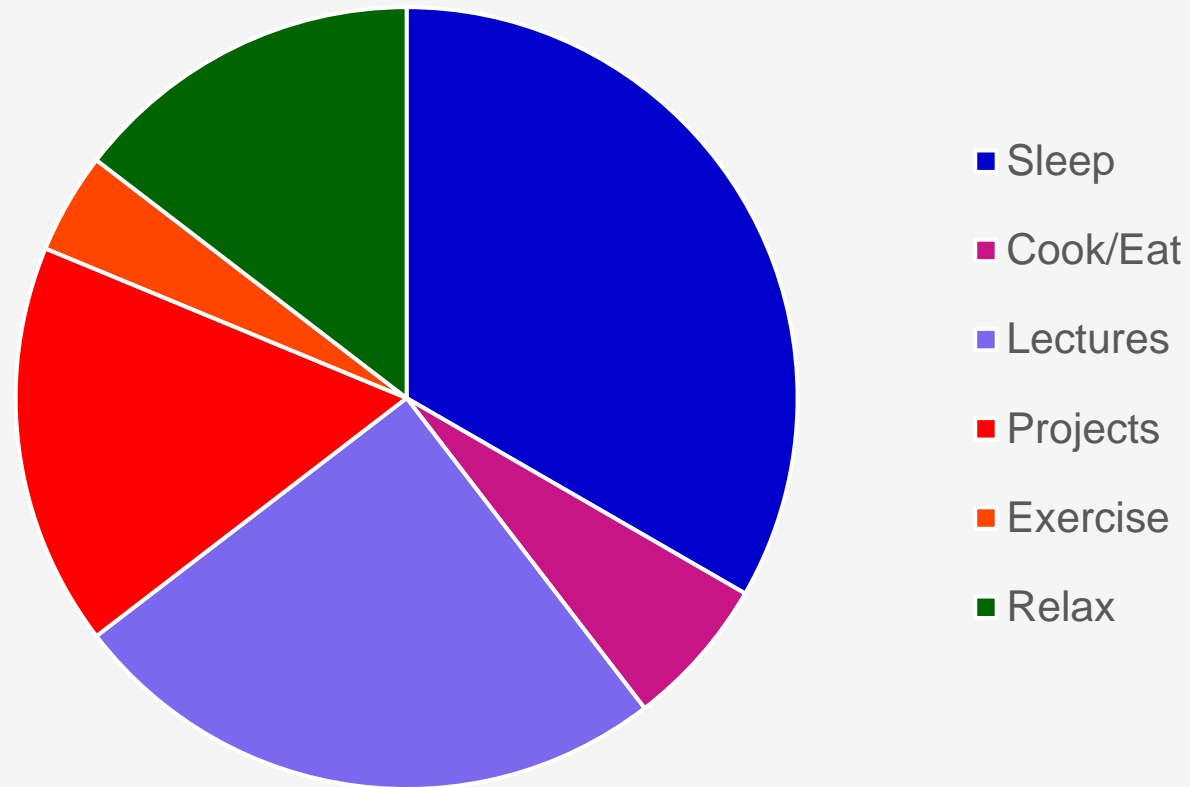
What drives your time management?

- **Procrastination** – I know I need to do it but...
- **Being Perfect** – when is it good enough?
- **Hurry Up** – I'll squeeze that in too!
- **Please others** – I wish I hadn't said 'yes'
- **Be Strong** – I have to cope on my own.
- **Try Hard** – I'll never stop making an effort.

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Re-analyse your day

A typical study day...



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So how can we make this happen?

Plan ahead

Take Breaks

Write lists

Organise
yourself
(and others)

Set a time
limit

Prioritise

Set goals
correctly

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Plan ahead

Actions

Meeting Notes

Attendees

Options

Tags

February 2021

MO TU WE TH FR SA SU

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

March 2021

MO TU WE TH FR SA SU

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

☐ Shared Calendars

- ☐ Yarrow, Jason
- ☐ Marshall, Richard L
- ☐ Carpenter, Robert J
- ☐ Popplewell, Jessica
- ☐ Chapman, Madelaine A
- ☐ Sood, Victoria M
- ☐ Allen, Mark B
- ☐ Dallison, Katie J

15 - 19 February 2021

Kensington, England

Today 9°C/4°C

Tomorrow 12°C/4°C

Wednesday 14°C/6°C

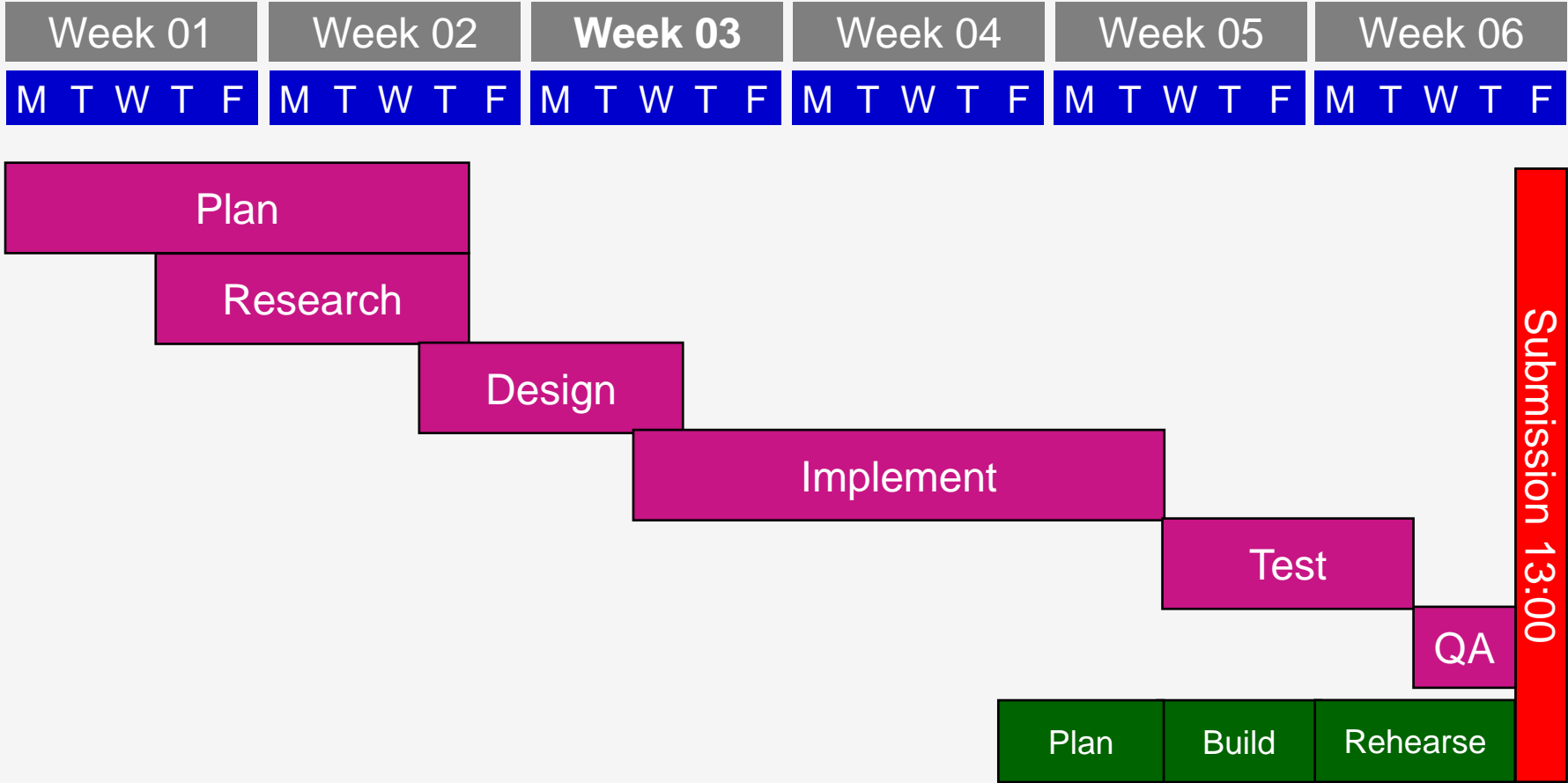
Search Calendar (Ctrl+E)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	15	16	17	18	19
	JP non-work day			MA A/L (PM)	
09					
10	WONKE / THE / ISE reports		LGBT+ Careers Panel - Imperial College (prep)		
			Bi weekly Careers Service catch up; Microsc	Group Work (Lab) Microsoft Teams Meeting Carruthers, Richard J	Grad School JobsLive Process Review; Micr
11	HR - Payments for casual workers	TEA ROOM; Microsoft Teams Meeting; Carru	1-2-1 (40mins)	TEA ROOM; Micros	Imperial Ice Breaker - Rich/Rebecca; Microsoft
12	ESE Careers Session (Carruthers, Richard J	ESE Session (B) Microsoft Teams Meet Carruthers, Richard	1-2-1 (25mins) ONLINE Career Appointment;	Lunch (protect time)	Session 4: Career Launchpad – Professional Skills & Career Planning Moreno, Eva M
13		Lunch (protect time)	Calendar placeholder: LGBTQ+ student recruitment webinar Ulley, Caz	Extraordinary All Staff Meeting ZOOM - https://usf	CHINA (Cohort 2) 4/5
14	Lunch (protect time)	1-2-1 (40mins)	1-2-1 (25mins) ONLINE	1-2-1 (25mins); ONLINE	Lunch (protect time)
15	LGBT+ Careers Panel catch up Microsoft Teams Meeting; Carruthers, Richard J	1-2-1 (40mins)	Career Planning Guide Microsoft Teams Meeting Carruthers, Richard J	Careers Survey - One Carruthers, Richard J	LGBT+ Career Panel (prep/link send out joining instructions)
16	Careers in China: LSE / Imperial https://lse.zoom.us/j/81824305221 Mwaniki,M	HR - Payment Deadline	QML Festival of Educaiton booking	Womens' Panel Booking Excel to Becky	GTI analytics
17	Spotlight: LGBT Service Sector Professionals and London's Night Czar	Joint Event Testing MS Teams; Microsoft Tear		AMOS Bursary catch up with Daniel/Rich Microsoft Teams Meeting; Carruthers, Richard J	
18		IA in Conversation: Careers https://zoom.us/j/93773153171?pwd=V3laaVoN		Womens Panel	

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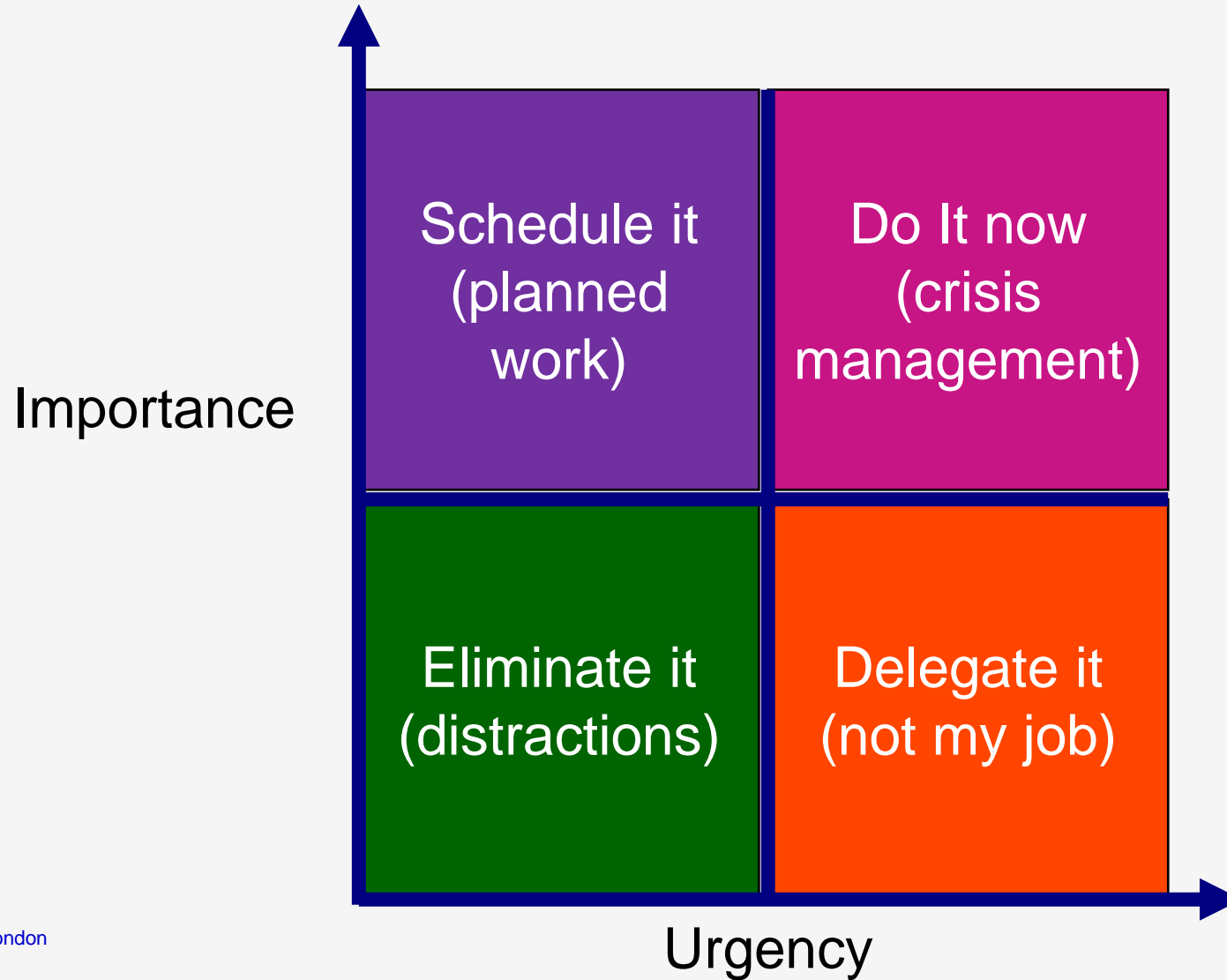
Organise yourself (and others)

You can create Gantt Charts like this using software like MindView which is available from the Imperial [Inclusive Technology](#) pages.



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Prioritise - Eisenhower Matrix



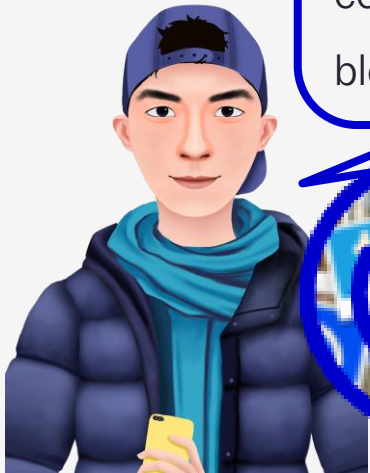
Visit AA for other types of
prioritisation

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Taking breaks, setting time limits

The [Success Guide](#) has a number of tools for helping you stay focussed and set time limits for your work.

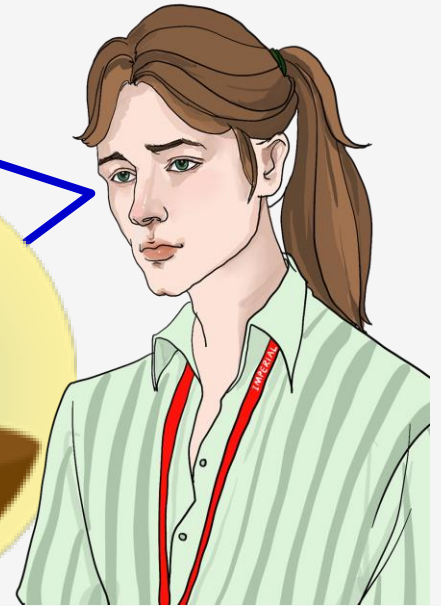
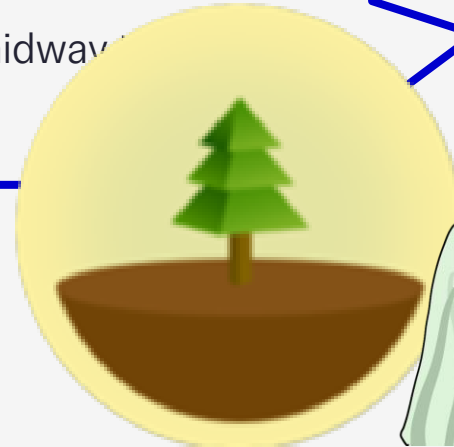
Visit Attributes and Aspirations to see how our [Inclusive Personae](#) use other tools like Outlook and OneNote.



Tony uses Strict Workflow when working on assignments. It helps increase concentration and discipline by temporarily blocking certain websites.

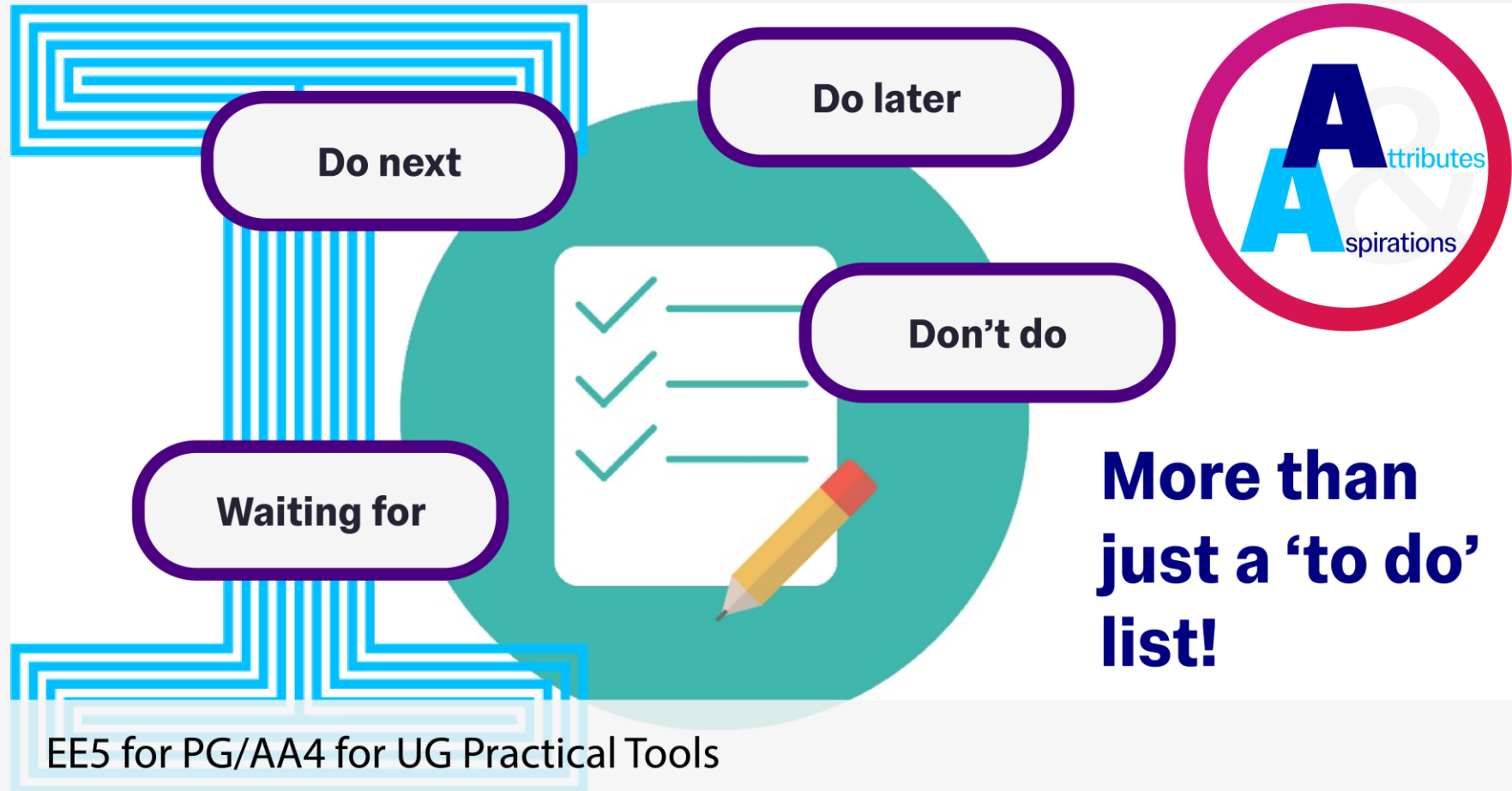


He uses 'Forest' to stay focused. Every time he needs to concentrate on a task, he plants a tree in the app. If he stops midway, the tree dies.



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Lists



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Set goals correctly

Specific

What goal do I want to achieve?

Measurable

How do I measure success?

Attainable

What actions are required?

Realistic

What support might you need?

Time bound

What is your timeline?

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Follow up resources - Attributes and Aspirations



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Post-session Reflection

Imperial students

To help you maximise this learning opportunity, this activity is designed to support you to reflect on what you've learnt and to consider what you can personally take away from this session.

Your responses will be submitted anonymously.

- There are no right or wrong answers.
- This exercise should take no more than 3mins.
- We hope you find this activity helpful.

Learning Well Programme: Post-session Reflection Activity (MONDAY)

