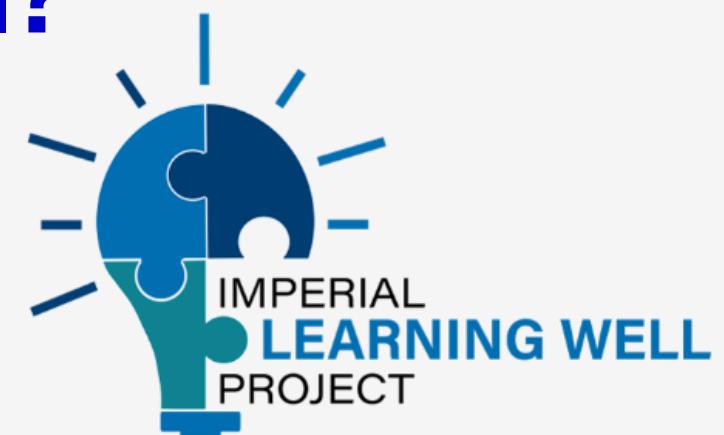


## How Can You Manage Your Time Well?

**Facilitators: Katie Dallison and Katie Stripe**

The Careers Service and the Education Office

Attributes and Aspirations team



# IMPERIAL

## 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)



# IMPERIAL

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



# IMPERIAL

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

EE1 - Managing your Time

AA students tried to measure out a minute. They averaged... 58 seconds!

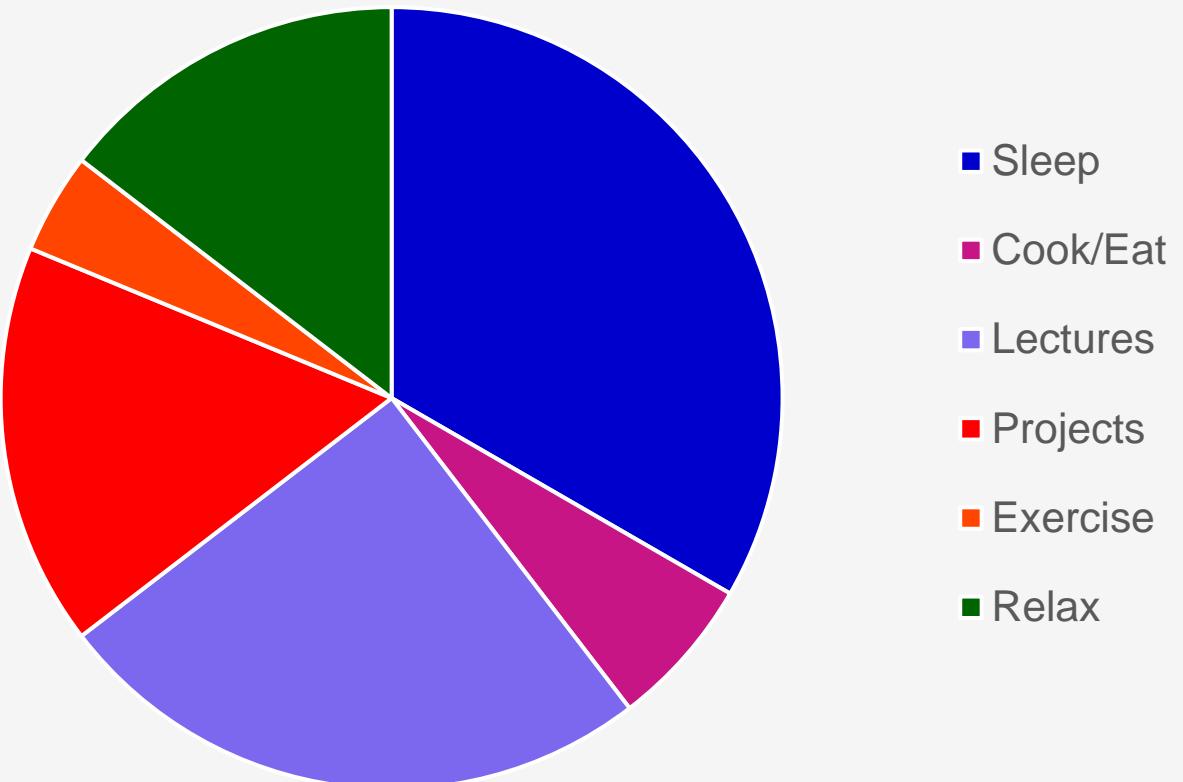
# IMPERIAL

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



A typical study day...



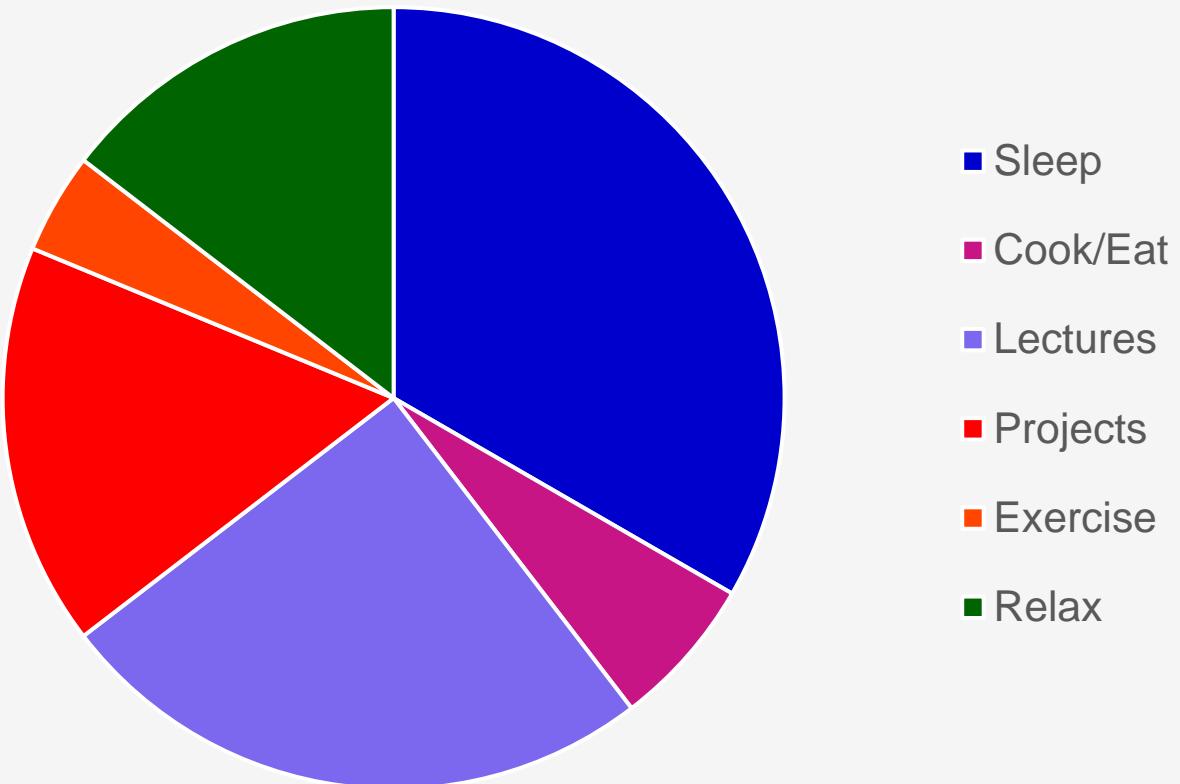
# IMPERIAL

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.

Re-analyse your day

A typical study day...



# IMPERIAL

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

# IMPERIAL

## Plan ahead

Actions | Meeting Notes | Attendees | Options | Tags |

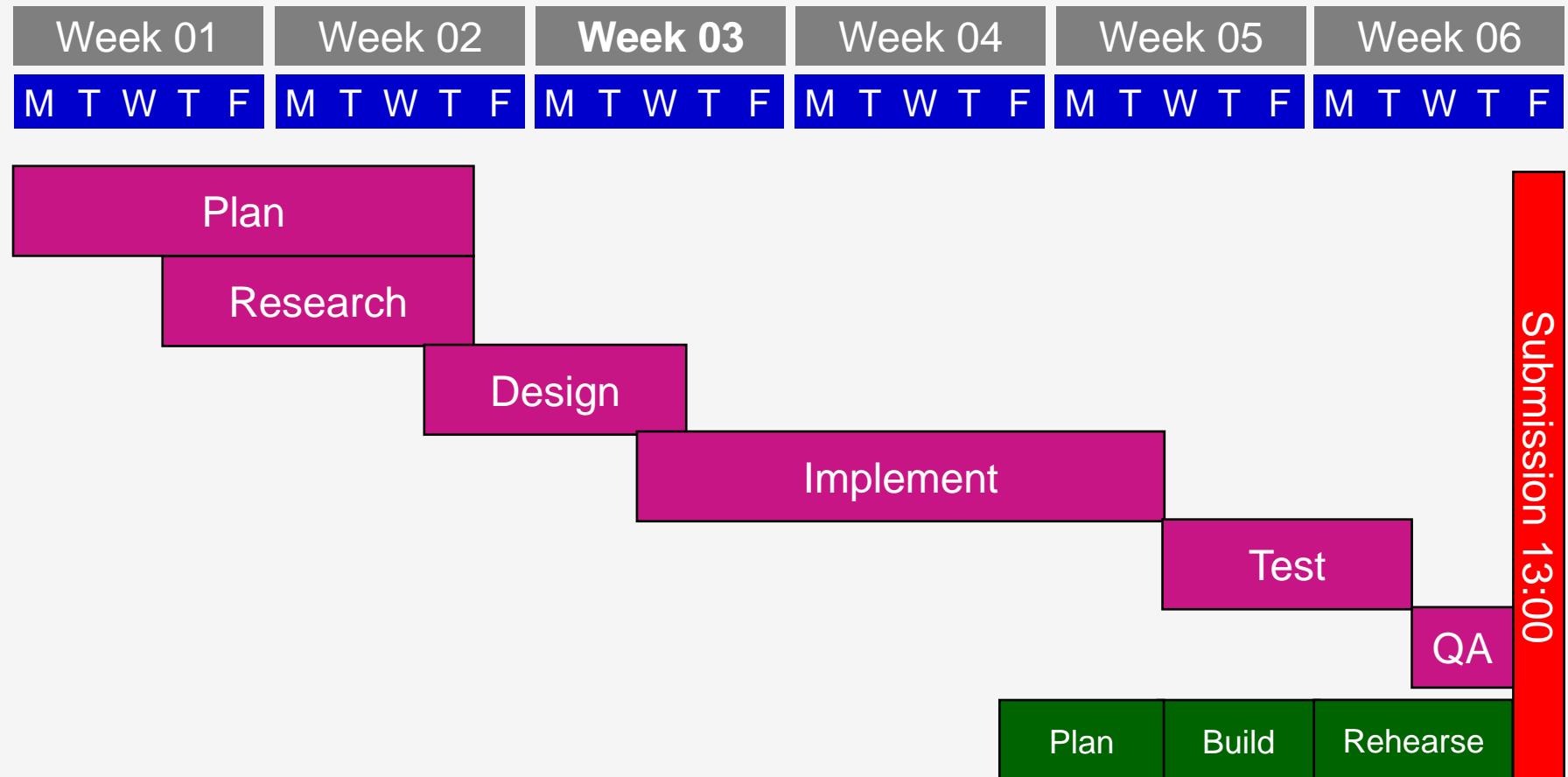
February 2021 | 15 - 19 February 2021 | Kensington, England | Today 9°C/4°C | Tomorrow 12°C/4°C | Wednesday 14°C/6°C | Search Calendar (Ctrl+E) |

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
15	JP non-work day	16		17		18	MA A/L (PM)	19	
09									
10	WONKE / THE / ISE reports				LGBT+ Careers Panel - Imperial College (prep)	Bi weekly Careers Service catch up; Microsoft	Group Work (Lab)	Grad School JobsLive Process Review; Microsoft	Imperial Ice Breaker - Rich/Rebecca; Microsoft
11	HR - Payments for casual workers		TEA ROOM; Microsoft Teams Meeting; Carruthers, Richard J	1-2-1 (25mins)		Lunch (protect time)	Microsoft Teams Meeting Carruthers, Richard J	TEA ROOM; Microsoft Teams Meeting Carruthers, Richard J	
12	ESE Careers Session (A) - Microsoft Teams Meeting Carruthers, Richard J	ESE Session (B) Microsoft Teams Meeting Carruthers, Richard J	1-2-1 (25mins) ONLINE	Career Appointment;	Calendar placeholder: LGBTQ+ student recruitment webinar Ulley, Caz	Extraordinary All Staff Meeting ZOOM - https://us02web.zoom.us/j/81824305221?pwd=V3laaVpN	1-2-1 (25mins); ONLINE	Session 4: Career Launchpad - Professional Skills & Career Planning Moreno, Eva M	CHINA (Cohort 2) 4/5
13			Lunch (protect time)				Lunch (protect time)		
14	Lunch (protect time)		1-2-1 (40mins)		1-2-1 (25mins) ONLINE		Careers Survey - One Carruthers, Richard J	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		GoToWebinar - The E GoToWebinar - See cc maryanne@goingglobal	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 Education booking		Womens' Panel Booking Excel to Becky	AMOS Bursary catch up with Daniel/Rich Microsoft Teams Meeting; Carruthers, Richard J	GTI analytics
17	Spotlight: LGBT Service Sector Professionals and London's Night Czar		Joint Event Testing MS Teams; Microsoft Team		IA in Conversation: Careers https://zoom.us/j/93773153171?pwd=V3laaVpN			Womens Panel	
18									

# IMPERIAL

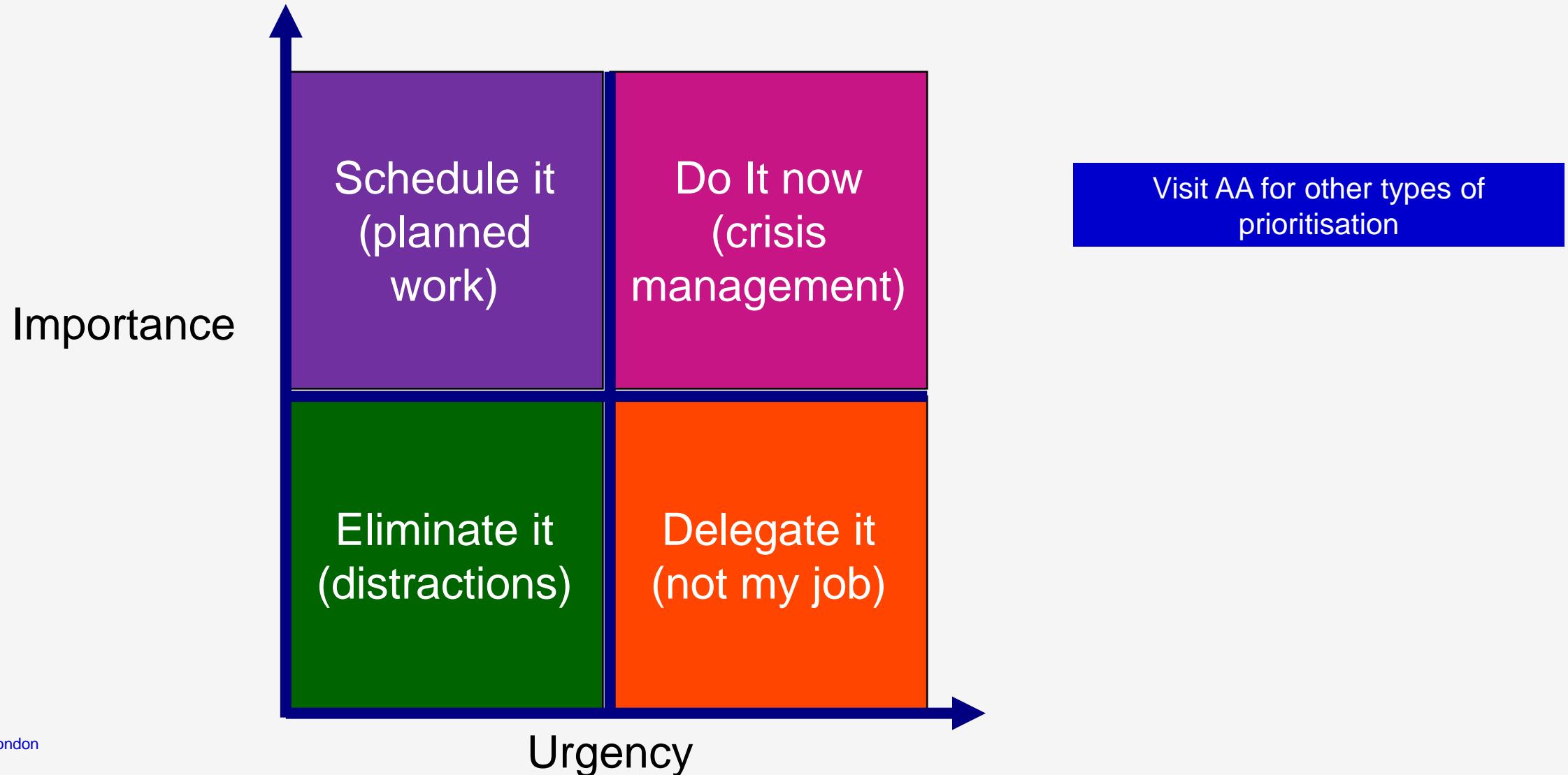
## Organise yourself (and others)

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



# IMPERIAL

## Prioritise - Eisenhower Matrix



# IMPERIAL

## Taking breaks, setting time limits

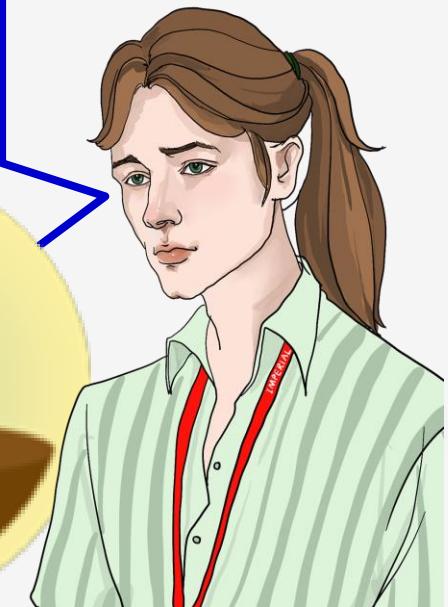
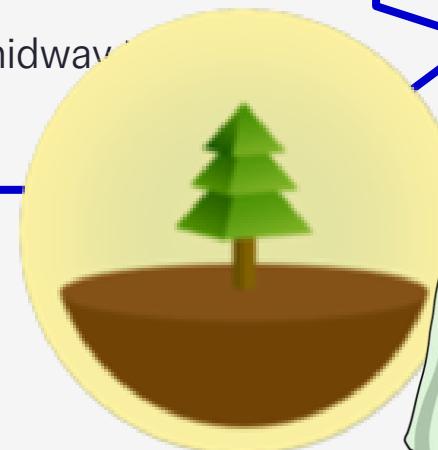
The [Success Guide](#) has a number of tools for helping you stay focussed and set time limits for your work.

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



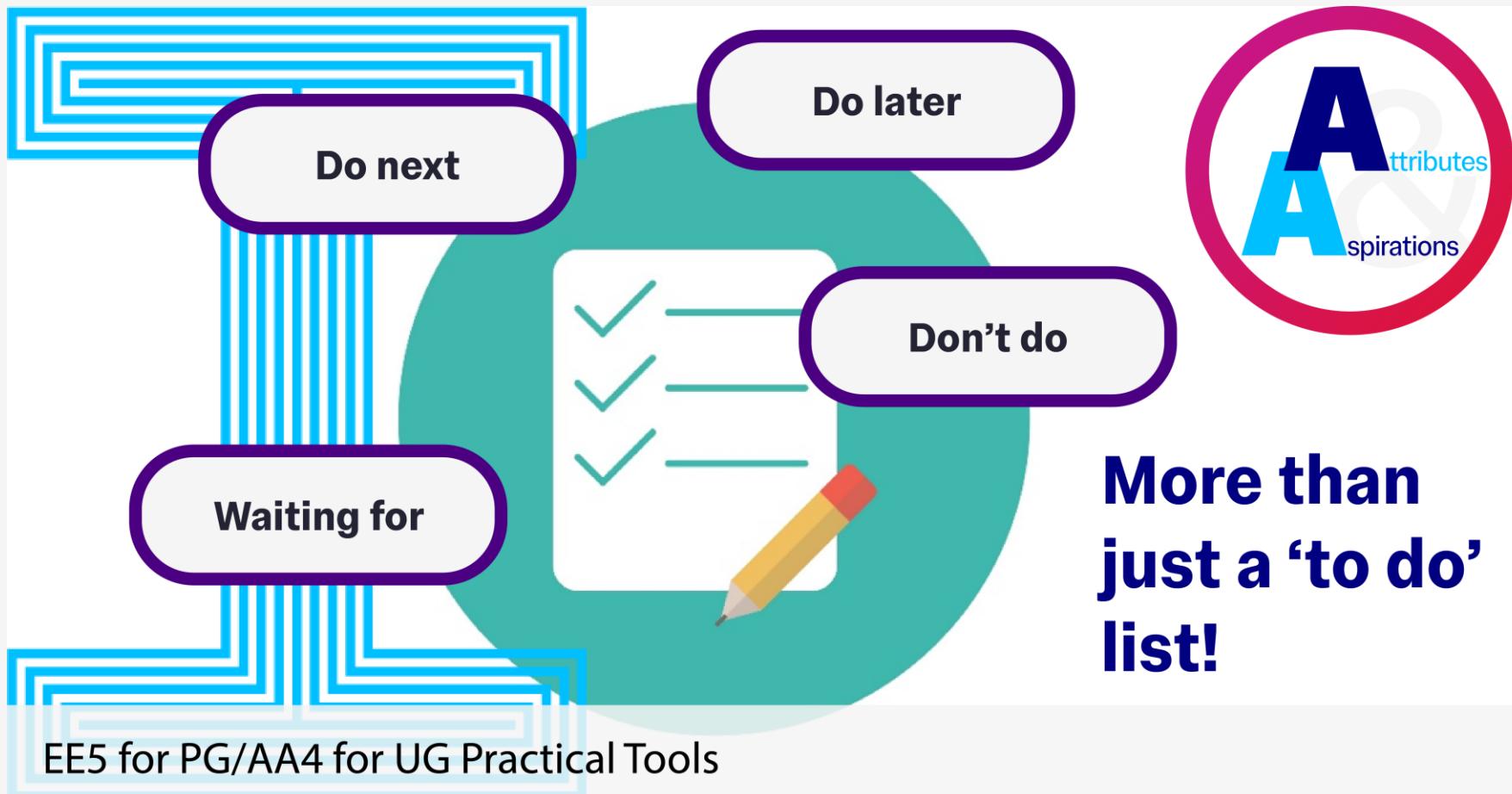
Tony uses Strict Workflow when working on assignments. It helps increase concentration and discipline by temporarily blocking certain websites.

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.



# IMPERIAL

## Lists



# IMPERIAL

## 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?

# IMPERIAL

Follow up resources - Attributes and Aspirations



# IMPERIAL

## 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)

