

# START TOMORROW TODAY

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## TIME MANAGEMENT

(FOR THE NATURALLY DISORGANISED)



University of the  
Highlands and Islands  
Inverness College

[INVERNESS.UHI.AC.UK](http://INVERNESS.UHI.AC.UK)

# What we will cover today

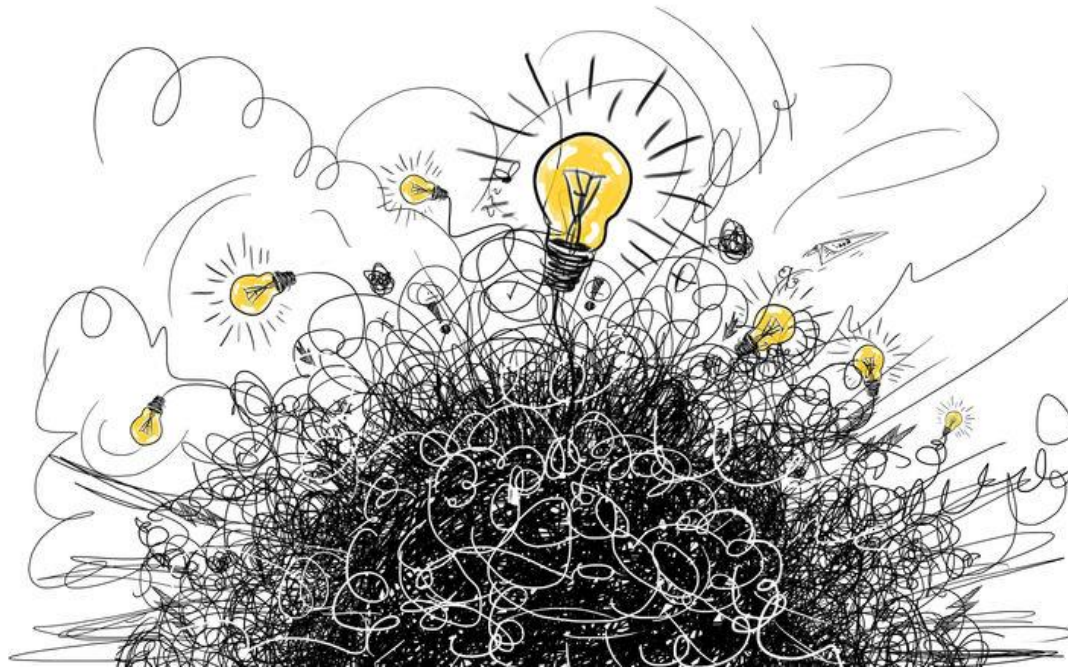
- **Why I am here**
- **Why we are here**
- **The rules!**
- **Categorising**
- **Economising**
- **Getting value**
- **Sharing the profit**



# Why am I here?



# My instinctive approach (to everything)



# So why are you here?

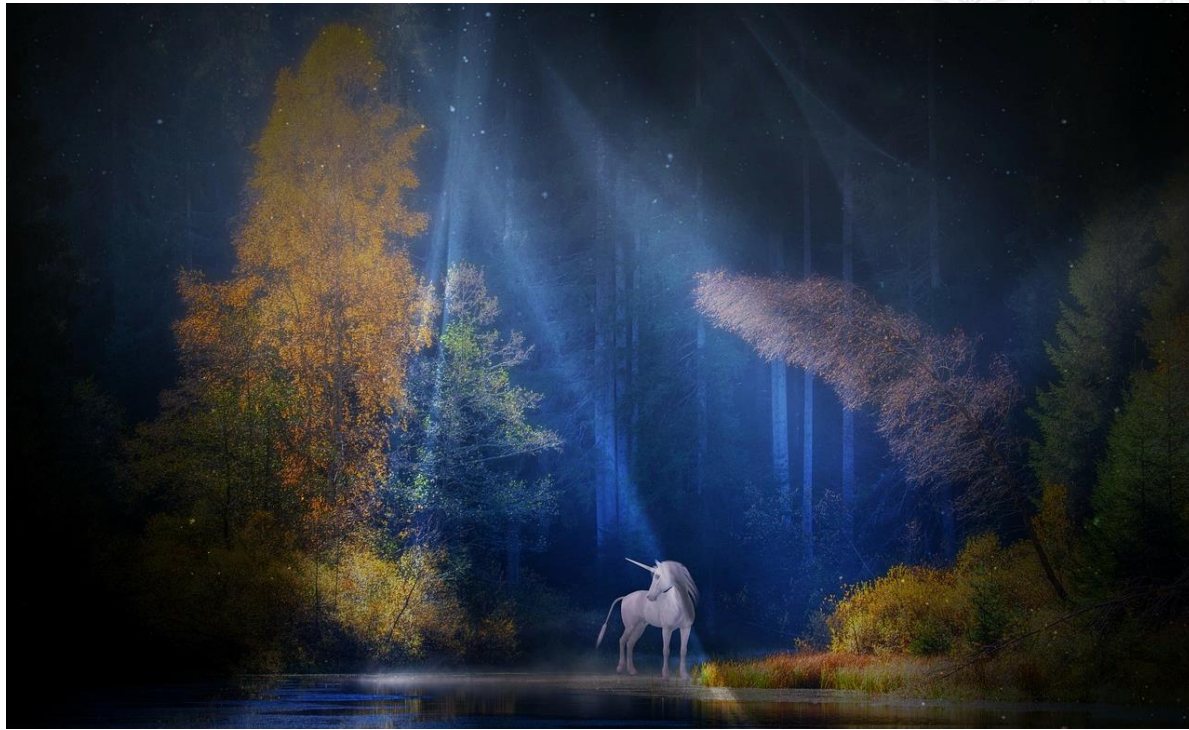


## The Rules

**As a scientist you have to start by defining the rules of the environment in which you are operating. So:**

- 1) You can't make time**
- 2) It is a limited resource – you have to limit waste and invest wisely.**
- 3) Within education and research, nothing can ever be perfect, or completely 'finished'.**

# In education, spare time is impossible



# Managing the time budget





# Calculating your budget

## An example (not a good one)

Activity	Hours	Category
Sleep	7	Sleep
Walk to work	1	Health
Work	8	Work
Eating	1.5	Health
Family time / herding/ adjudicating	3	Family
TV	1	Self
Cleaning / housework	1	Family
“Getting ready”	1.5	Self
Total	24	

# Which looks a bit like...



# A revised budget

<b>Activity</b>	<b>Hours</b>	<b>Category</b>	<b>2<sup>nd</sup> Category</b>
Sleep	7	Sleep	Health
Walk to work	1	Health	(Anti) Social/ Family
Work	8	Work	Social/ Self
Eating	1.5	Health	Social / Family
Family time / herding/ adjudicating	3	Family	Social
TV	1	Self	Family
Cleaning / housework	1	Family	(Anti) Social
“Getting ready”	1.5	Self	Family
Total	24		

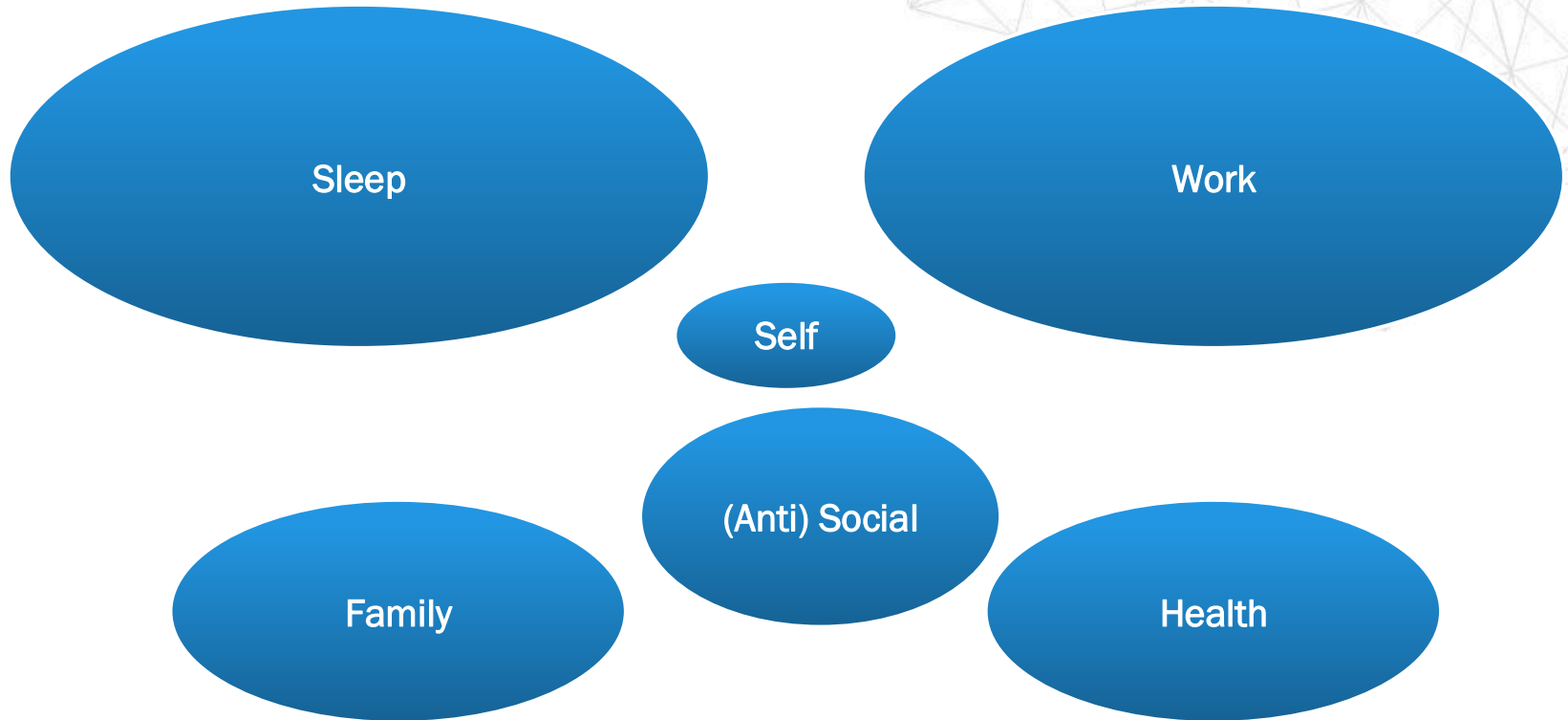
# Which looks a bit more like...



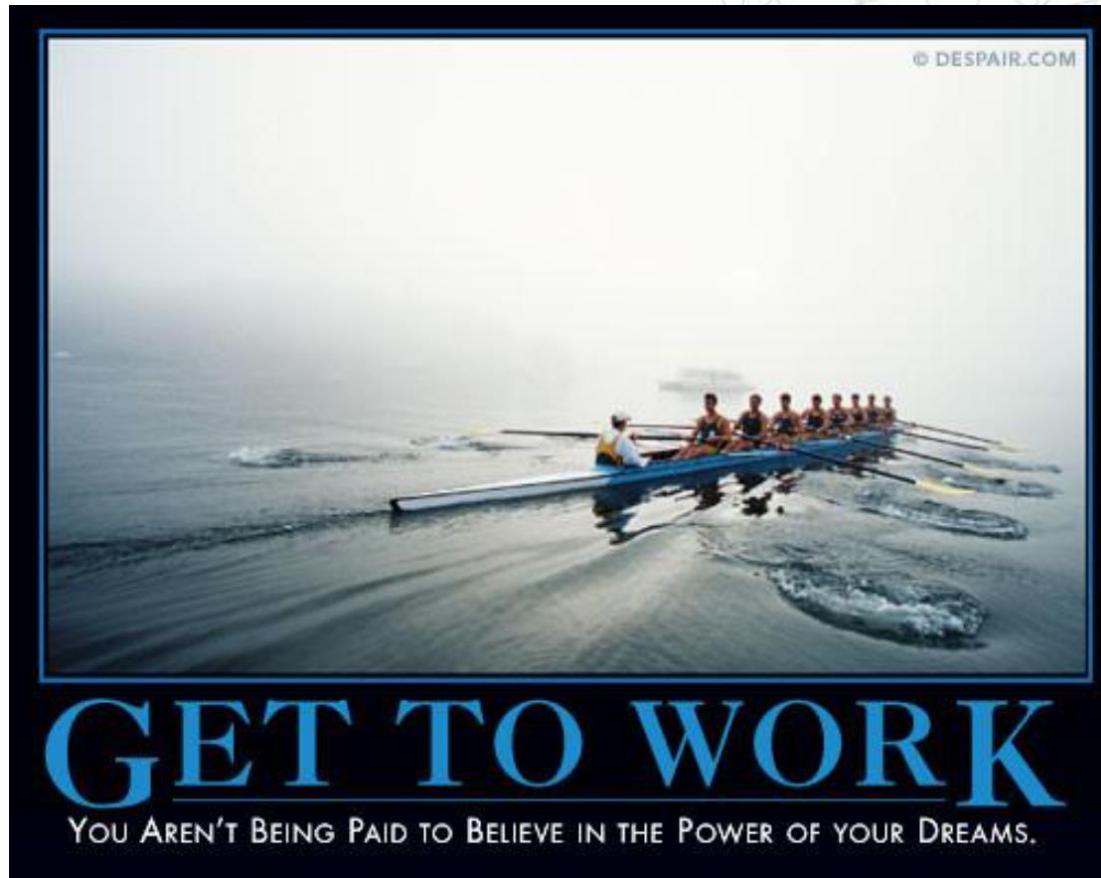
# A longer term budget

Activity	Hours	Per week	Total	Primary Category	Secondary Category
Sleep	7	7x7	49	Sleep	Health
Walk to work/exercise	1	1x5 2x2	9	Health	(Anti) Social/ Family
Work	8	8x5 4x1	44	Work	Social/ Self
Eating	1.5	1.5x7	10.5	Health	Social / Family
Family time / herding/ adjudicating	3	3x5 6x2	27	Family	Social
TV	1	1x5	5	Self	Family
Cleaning / housework	1	1x5	5	Family	(Anti) Social
Shopping	0	2x2	4	Family	Self
Socialising	0	4x1	4	Self	Family
“Getting ready”	1.5	1.5x7	10.5	Self	Family
Total	24	24x7	168		

# Which looks a bit more like...



# Its not all about you...



# ...but it has to be (at least a bit) about you





# Budgets can be adjusted

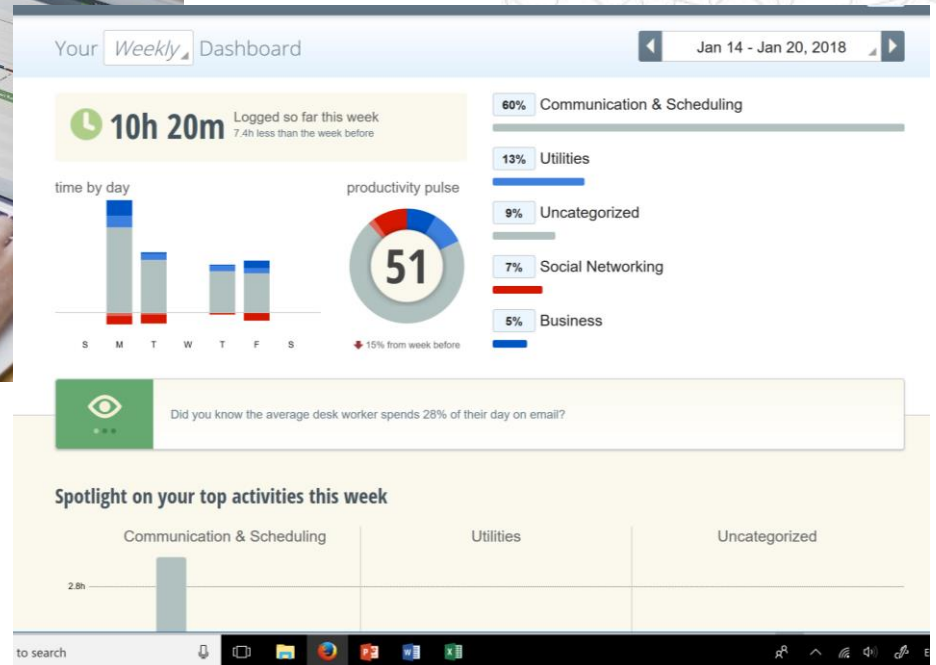
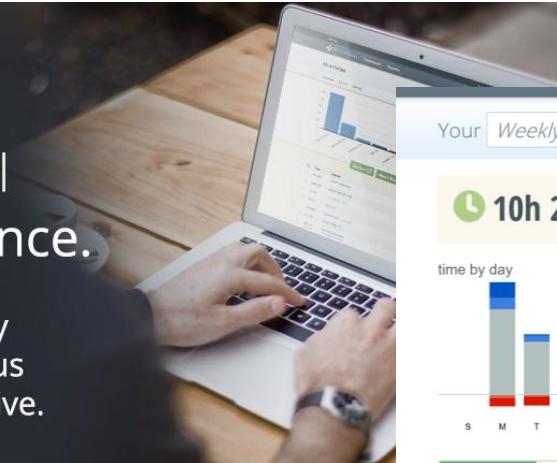


# Tracking efficiency when at work




Find your ideal work-life balance.

Understand your daily habits so you can focus and be more productive.



# Tracking time generally



Get started with  
**THE POMODORO TECHNIQUE**

- 1** Identify your tasks for the day
- 2** Set a timer for 25 minutes
- 3** Work for the duration of the timer
- 4** Take a five minute break

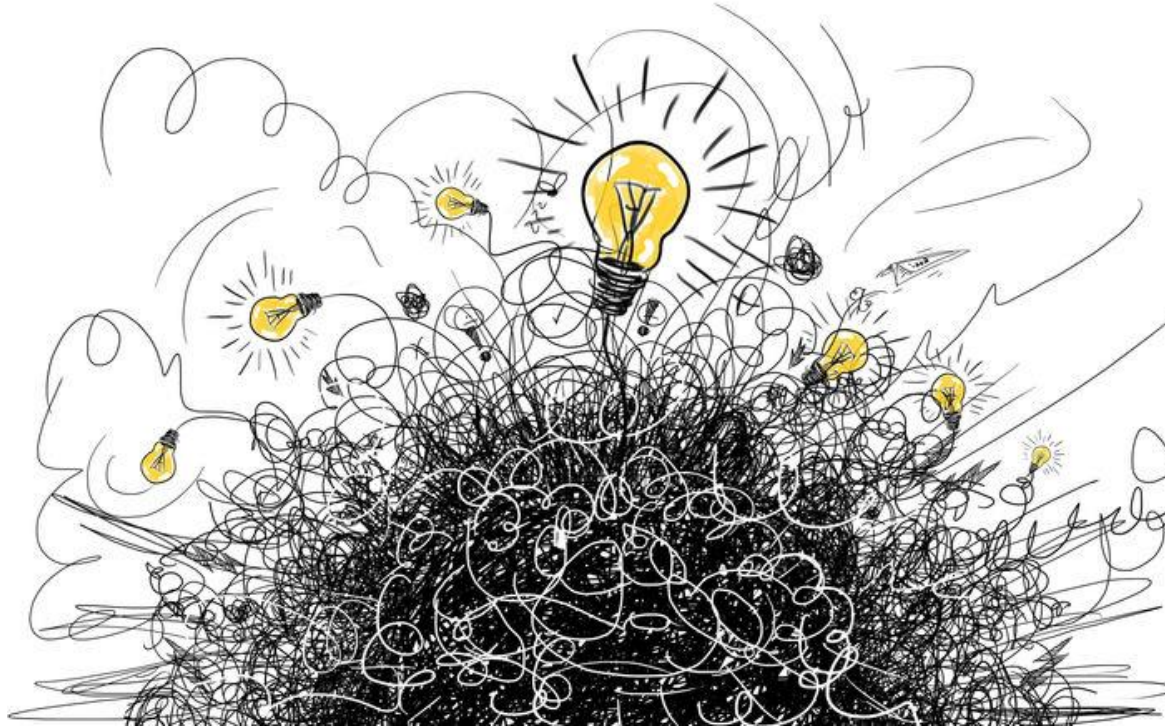
★ After every fourth break, take a longer break of 15-30 minutes

# Batch!

- 1) **Emails**
- 2) **Research/ reading / reports**
- 3) **To do's / planning**



# My default



# 'Slice'

- 1) Presentations – the longer ones anyway!
- 2) The 'really important stuff' (just remember where you are with it!)
- 3) Meetings



< > 29 January – 04 February, 2018 ▼ Day Work week Week Month

	29 Monday	30 Tuesday	31 Wednesday	1 Thursday	2 Friday	3 Saturday	4 Sunday
8			George has driver training				
9	Monday morning task mee		Stephanie's PDR Elizabeth Barron-Majerik	Red p opens check for ambassador resp			
10	Amanda Calvert - Small woods project Elizabeth Barron-Majerik	Caroline at Fo SSF Elizabeth					Dinosaurs - Myths and legends
11		Work on Maths article for Craig	Clare M's PDR 120 Elizabeth Barron-Majerik	Biotechnology meeting - an Lochran			
12	Dissertation sessions SSF / BW - 137 in S3						
13	lunch set up for below Remote Sensing and Modelling Scottish School of Forestry, Bal	Add living to Science FE Course Committee Meeting 224 Ludka	Fw: Annette's Science FE course team meeting	Highers and National Team m TBC: Elizabeth Barron-Majerik			
14			Ecoschool				
15	Review woodchip costs 2 - SSF Elizabeth Barron-Majerik			OMG Boardroom Shona MacDonald	FW: HOC/PDM meetings 320 Board Room	INSIGHT -	
16							
17		Coding club STEM Hub	Disciplinary Hearing - Post Me				
18	Platelets			Gym			

# Meetings

**ASK – what is the AIM & who needs to be involved?**

**DISCUSS – the aim of the meeting with them  
& *then* set date**

**HOLD - the (ideally HALF HOUR!) meeting**

**DECIDE – what to do**

# If taking time – timetable it!

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# Invest in the good stuff!



# Invest time in others



# Spend big on praise

(and on small suggestions for improvement that they might want to think about maybe)



# Conclusions

- **Even the most disorganised can improve how they manage time**
- **But we need to budget carefully**
- **We must actively TAKE time for what is important and schedule it**
- **You are one of those important things!**
- **But others are important too**

**Thank you for your  
time!**

## Images

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