

Transcript

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TRACEY HALL

So today we're here to look at managing your time. And how do I find the time to do my study? it's really a great skill to learn. So today I'm going to take you through a few different, sort of strategies and things that can help you have these skills to move forward. Okay? To begin, we respectfully acknowledge the Wurundjeri people of the Kulin nation who are the traditional owners of the land on which Swinburne's. Australian campuses are located in Melbourne's East and Outer East and pay respect to their elders past, present and emerging. We are honoured to recognise our connection to the Wurundjeri country, the history, culture and spirituality through these locations and strive to ensure we operate in a manner that respects and honours the elders and ancestors of these lands. We also respectfully acknowledge Swinburne's, Aboriginal and Torres Strait Islander staff students, alumni, partners and visitors. We also acknowledge and respect the traditional owners of lands across Australia, their elders, ancestors, cultures and heritage, and recognise the continuing continuing sovereignties of all Aboriginal and Torres Strait Islanders.

In today's workshop, we're going to look at a few different elements of managing your time. So first up, we're going to have a look at some effective and ineffective management practises. We'll go through some key foundations of good time management, and we're also going to look at some resources and planners. And then we're going to dig a little bit deeper on one of those resources in an activity where we'll go through planning your time. We're going to cover some study tips, and we'll also have a Q and A at the end.

Now, throughout the workshop, we encourage you to ask questions, so feel free to put your hand up. You can see down the bottom of the screen. There's a little person with an arm. So if you have a question, feel free to put your hand up or even just put that in the chat. You can also share with us what course you're studying again. Put that in the chat, and then there's that activity as well to download, as we go through the activity. I may also ask for a volunteer to to share their experiences with managing their time, so feel free to put your hand up and volunteer. And as I mentioned before, we're sharing this. We're recording this session today so that we can share it with other students who couldn't attend through our canvas portal.

Okay, so we could see that Natalie, Natalie, is studying the Diploma of Event Management. Hope you're enjoying that so far, and that some of these skills can help you with your studies. Okay, So looking at ineffective time management, I don't know about you, but sometimes I find that if I'm not managing my time as effectively as I would like, then I kind of feel like this cat. So it feels super

stressful. You know, you just you just feel really scrambled and you're not sure sort of how to cope. So I think ineffective stress, management can sort of come a few different ways. So it can be that that sitting down to study, but then spending that sort of first half hour just trying to figure out where you even start, it can look like being easily distracted because there's just so many things that you need to do not just study, but also in the rest of your life. It can be that blocked and stuck feeling like and like, there's just so much going on in your mind and you're not sure how to move forward, feeling overwhelmed by how much there is to do, like, you know, help! I also think that it's where you're spending so much time studying, and yet you don't necessarily feel like you've gotten anywhere at the end of that. It's like, I've put in the time, but why do I feel like I'm not moving forward? So these are some of those things that can come up when maybe we're not being as effective with managing our time.

On the other hand, when we do feel like we're managing our time, well, it's this sort of feeling of like, OK, my work here is done. I actually do get to sign off at the end of the day and kick back. You know, I know I've done my work for the day, and I feel really good about it. Even if you've still got things on your to do list for tomorrow, you know that you've set some realistic goals around what you can achieve today, and then you've been able to work through those. So, effective time management is having a clear plan for how you'll use your time in order to achieve your goals. It allows you to feel more in control of managing all the competing priorities in your life, and it is actually a skill that you can learn. It's not just something that some people are born with. It is a skill that you can learn and learning this will help you succeed. You know, not just in your studies, but also in the rest of your life and in your career. So this is a really great opportunity to set up a strong foundation for how to manage your time to then carry forward in your career.

I think mindset is a really important part of managing your time and maybe not something we think about as much when we considering time management strategies, because how we feel can really significantly impact how effectively we can work when we have those mindset conversations with ourselves where we say, you know, I'm just at this because I didn't get my study done or I didn't pass this first thing. I'm never going to pass this course. Some of those mindset, things can come up and then they can make it hard to to do the work and to keep showing up.

So, um, I think it's really important to recognise and acknowledge that there are good and bad days. Some days you'll be like Kermit and you'll log off at the end of the day and you'll be like my work here is done, but other days it may not feel so comfortable. So, I think it's really important to just acknowledge that you'll have good and bad days because that acceptance can help you move past that frustration. When you wish things were different, it can help you get to that point of Okay, today was just not a great day, but I know I get another chance tomorrow. You won't always be perfect. No one is, so please be kind to yourself. And I think planning in time for breaks is also really important. Because sometimes we're just hungry. So, like, you might have that mindset stuff kicking in where you think Okay, I'm not a good student. I'm never going to pass. Maybe you just need a break. Maybe you just grab some water. Just take that time to freshen up, and then maybe you can come back and you're being that that sort of more positive mindset.

Okay, So as I mentioned, we're going to look at three key foundations of time management today. And, as I mentioned, feel free to put any questions in the chat as they come up. So we're going to

look at these foundations, the first one being understanding everything that you need to do or to complete. Second is understanding how you're spending your time, and the third is deciding when you'll undertake the work. And managing these three things will allow you to make more informed decisions about how to set your priorities.

Okay, so looking at this first one that's understanding everything you need to do or to complete, So this is having a really clear picture, not just of okay, well, I know when all my assessments are coming up, but I also know what the work is involved with those assessments. So it's one thing to have a to do list, but it's another to then understand what each of those tasks required. So what work is required? Are there sub tasks in there? Um that you you need to break down. Is it a question and answer is, they're short, you know, short answers. Do you need to write an essay? are you putting in a portfolio, so understanding the requirement of the task is a really important part of being able to manage that time.

And once you have that better understanding, it allows you to estimate how long things might take, as well as the information or resources that you might need to access. In order to be able to complete those tasks again, for example, you might need to research something. We'll go back through your class notes to refresh your memory. Um, all re reading through a text and breaking down those big tasks into the smaller goals and being really intentional about this break things down into smaller tasks. It can feel more achievable because it gives you a place to start instead of feeling like, Okay, I've got to finish the whole assessment task. It's OK. I need to finish questions one through five in this assessment tasks, so it's a much easier entry point. It can create a sense of accomplishment and forward momentum because you're having those opportunities to tick things off as you go. So you you have a clear idea of how far into a task you are as well as getting opportunities to tick things off. I don't know about you, but for me, that's a really kind of encouraging experience, and it makes you want to keep going. Um and you can then also be more strategic about decisions you make around prioritisation because you have that clarity.

So this is an example of a time management tool that you can use to take a bigger task and break it down into smaller pieces. And my student success coach colleagues are going to be running a workshop on procrastination as part of this same orientation program series. So definitely go along to check that out. If you would like to learn a bit more how to use this tool and you can also find a link to this in the orientation, um, in the orientation page where all of the links were shared, my colleague Serena thank you. She's just shared that in the chat as well. So feel free to download that.

Okay, so the the second foundation was to understand how you're spending your time, and I think it's really important when we think about you know, what does my week look like? How am I spending my time? We need to look at all of the different priorities that we have going on. Life can't just be separated into study and the rest of my life there's going to be overlap. So being able to look at all of those competing priorities gives you a much clearer picture of how you're spending your time. So looking at things like, you know, coursework, when are you in class? Due date tests those sorts of things, but also those life commitments, like a job wanting to spend time with your family and friends and community responsibilities. Those sorts of things that are really important to us in our life and then something I think that often gets missed out when we're looking at how to plan our time, are all those little bits and bobs like those little necessary tasks that we need to do like travel

time to uni. How long does it take you to get to campus? Um, chores, errands, you know, do you need to do something on the way home. What does that look like for you? A great way that you can do this is to use a time journal to track your time. And you can also use that to plan your time. And I'm going to share that with you in just a minute.

Um, and then looking at understanding your time, it's really it's really valuable to. That's realistic estimates of how long you think tasks will take, because again, if you're just working off the to do list, it doesn't give you enough information to then figure out. Do I have enough time to get this done? You know, that's a really important part of this. Okay, so this is, an example of a scheduling a time management tool called a weekly schedule. Again, we're going to go through this in a bit more detail in a couple of minutes, but I just want to show you up front. So this is one example. Another example. I didn't include it here, but sorry. Another example is like a monthly calendar where you can line things up and just have a look at all of those assessments in that big picture.

Okay, in that third foundation is deciding when you do the work. So making decisions around that, where do I think I can fit things into my calendar? You know, what's my order of priority? When is it due? You know the due date is such an important part of how we plan our time when we're a student. I think it's really valuable to consider. Okay, I've got a big task coming up in a couple of weeks. Can I start it earlier so that I can chip away at it? So it's not such a big a big undertaking when it's going to be due and then also building in those family and community responsibilities, because those are things that are important in our life. So trying to see how everything fits in that big picture for me always knowing what's next can help take that indecision out of study time, which also wastes less time. But I think it also helps that feeling of overwhelm. Uh, sometimes I think overwhelm is when you feel like there's just so much going on and you feel like you're going to miss something because there's just so much so knowing what's next can help with some of those feelings as well.

Okay, so time for our activity. We'll go through the we'll go through the weekly schedule together. And again, if you've got any questions, either feel free to put up your hand or, asking questions in the chat. Okay, So let me just stop sharing this for a moment. Okay. All right. So just checking with my colleague Serena, can you see that okay? I've got two thumbs up there, so that's very good. Okay, So looking at this, it's a very simple tool, but it's actually quite powerful because it gives you the clarity to see what's going on for you. So this is in word. You can type directly into this, or you can also print it out and fill it out by hand. It's got room for you to put the dates for the week. If you want to do that because that's in the header, you just double click, and that gives you the chance to put in the date and then double click back into the table, and that will get you back into the tool. Okay, So looking at it. What you can see is that your week is broken down into half an hour blocks. You go from seven in the morning all the way to 10, 10. 30 at night. it is 10. 30 at night because each of these blocks represents half an hour, so the 10 o'clock block is 10 to 10. 30. Because this is a word document, you're absolutely able to change those times if 7 to 10.30 is not quite how your day is structured so again, you can make those changes. And then we've got each of the days in the columns up the top.

So the intention with this is to go through and just block out all of those big things in your week. At the start. I do like to sort of, you know, introduce and say that everyone's time is so different. And I

completely acknowledge that, some people's week won't look like the example I'm going to share. Um, but I do ask you to consider looking at this and saying, Look, even if it doesn't perfectly sort of describe how I do my time, what can I take from this other elements? of this method that I could apply to my own life. Another great thing with this is, you know, if you do choose to print it out, if you share house with others family housemates, it can be kind of helpful even to put it on the fridge. And you can have, you know, the different things on there so that other people in the house either know how you're spending your time or also you could put on those family things so that the kids, the kids know what's coming up as well. Okay, so, um, this is where I can ask for a volunteer, but I also know that it can be a bit, you know, challenging to come on and and share this information. So what we'll do, we'll go through and we'll fill this out together. again, You've got that link in the chat if you want to open it up as you go along.

Um, I think we've got a chat. Natalie Oh, Natalie, you are wonderful. Um, did you want to jump on mic?

NATALIE (STUDENT)

I'm on. Thank you. Thanks for doing this very much.

TRACEY HALL

I feel like there should be some award for the brave person.

NATALIE (STUDENT)

Uh, it's great. It's brave and necessary. Otherwise I'll probably lose my mind.

TRACEY HALL

Absolutely. So, like I mentioned, what I like to do to start is, um go through and block out all of those big things that you've got coming up in the week. And as you're a student, I think a good place to start is when am I class? Like when? When do I need to be in class or what do your days look like?

NATALIE (STUDENT)

Okay, so we're gonna do mine. Is that what's happening now?

TRACEY HALL

Yes, please.

NATALIE (STUDENT)

Great. Thank you very much. Okay. Um, shall we start with Monday? Yeah, sure. Uh, so I leave home at 7. 30 and usually get uni at around eight. I drive. Yeah. Otherwise, I don't start till like 8.30 but otherwise the traffic just gets too bad.

TRACEY HALL

So, yeah, uh, I'll call it free time, but I understand.

NATALIE (STUDENT)

You can call it coffee. I'm in class. I'm just bringing up my just bear with me. I'm still getting my head around everything. Just a bit of back. This is the first time I've started in 30 years. So it's been a long between my two uni's.

TRACEY HALL

Absolutely. Well, well done. Because It's a big It's a big thing, but it's it's a really terrific endeavour. So congratulations.

NATALIE (STUDENT)

Thank you. Uh, 8. 30 to 11. 30 is my first class.

TRACEY HALL

Yeah. Okay. So what I'm gonna do here, I'm just gonna highlight class, and then I'm gonna drop down into the cells and just paste it. You said till 11. 30 we had class and then 11. 30. Is that, like a break?

NATALIE (STUDENT)

Uh, half an hour, half an hour.

TRACEY HALL

And then back in class for 12.

NATALIE (STUDENT)

12 to 2 to

TRACEY HALL

um, for anyone who's sort of watching. Because I know as you go through Word not everyone's is sort of comfortable with Word. So what I've been doing here when I have something that I want to copy, I'll highlight that. Then I'll click control C to copy, and then when I want to paste. So I go into the blank cell and click control V.

NATALIE (STUDENT)

Yeah.

TRACEY HALL

So that's where you can. How you can copy things.

NATALIE (STUDENT)

Yeah.

TRACEY HALL

So we've got class from 12 to 2.

NATALIE (STUDENT)

Um, and then again from 2 to 4. But sometimes we kind of get very not an exact science that we do get, um, little break. But basically, there's class 2 til 4.

TRACEY HALL

What we'll do because I think the important thing is not necessarily to get it perfect upfront, but to just give you that indication of this is the block. You know, this is the block that I allocate for uni. This is the block I allocate for travel, that sort of thing. Um, so I think because if you find that you've got extra time, Brilliant. But if you underestimate your time, that's where it starts to get trickier. Because then you know you don't. There not much time for student. So once you finish class, would you stick around for a little bit? You know, more study, you have to head home.

NATALIE (STUDENT)

I bolt to go and pick up my daughter.

TRACEY HALL

Yeah. Yep. So school pickup?

NATALIE (STUDENT)

Yeah, something like that, I'm still working out what was going to school, but I haven't quite figured that out yet, But something like that, uh, yeah, yeah.

TRACEY HALL

And so then you sort of had home after that.

NATALIE (STUDENT)

Yeah, I would probably get home, um I finish at four, about five.

TRACEY HALL

Yep. Um, so and this is where Okay, so when you're at home and this is where it starts to get very individualised this sort of part so and you don't have to justify every half an hour. You do get to, you know, live your life how you live your life. Yeah, but you might, you know, some people might want to structure this and say, Okay, well, I need I need an hour just to clear my head. You know? I need to chill. I need to catch up with my kids. I need to make dinner. So they're kind of even just calling it, like, free time so you don't have to. Like I said, you don't have to justify what that looks like. You could just say, you know, and free time again. I know that's a very relative term, because it might not be free as such, but that's actually that's actually

NATALIE (STUDENT)

traffic, but anyway, driving it's not. I wouldn't call it free. Uh, let's put it there because, you know, again, this

TRACEY HALL

is this is whatever's meaningful.

NATALIE (STUDENT)

And then and really for the rest of the night, I'll be very honest. But after being in class literally all day, Um, the only thing that I'm doing is is home stuff with my kids. Yeah, that's Monday. Gone for me?

TRACEY HALL

Yeah, um, and that's totally cool. Um, so what we'll do so going at a day I think is really is really cool. And that's one way we can do it. Let's slightly switch so we can sort of show other ways that you can do this. So, what other days do you study like, Monday? Tuesday? Wednesday? Thursday.

NATALIE (STUDENT)

Friday? Yeah. Its Monday. Tuesday. Wednesday. Yeah.

TRACEY HALL

Awesome. Fairly similar.

NATALIE (STUDENT)

Uh, well, not anymore. Because now we're online on Tuesday. So I'm home, Which?

TRACEY HALL

Yeah.

NATALIE (STUDENT)

Um, Tuesdays. I'll try and do this quickly because I know other people. Probably watch this. Um, Tuesday's looks like, I think, judging from this morning 8. 30 to 10. 30 online, uh, again, 11. 30 till 1.

TRACEY HALL

Okay, so what I'll show you here is another way that you can use words. So, in the Monday column, I've pasted something into every cell. Another way that you can do this is to merge cells. So what we might do so online class. Sorry. You said 8. 30 to 10. 30 and then you have a break.

NATALIE (STUDENT)

Yeah.

TRACEY HALL

Is that right? Okay, so let's drag this down for the 8. 30 to 10 30 then we can right click and click merge cells so it gives you the same sort of result in the a block and because the idea is to visually block things out, Um, so this is another you can Yeah. Nice. You know, as you look here, it gets a little bit. The width isn't that different, so it doesn't jump out at you as much. And this is where colour coding can also be really good. So what we can do here, we'll go through all of the class stuff, and we're going to go up here to the paint can just drop down this little arrow here, and we're just going to change the colour. Yeah, and again immediately that jumps out at you. Do the same here. So we just highlight because it's merged. We just highlight that top one click on the paint can, and there's your green as well. So then you mentioned that you come back for class after

NATALIE (STUDENT)

Yeah, 11.30 till 1.

TRACEY HALL

Yeah. Okay. And I think that's especially important to denote that break because it's a longer break.

NATALIE (STUDENT)

And therefore it's something you could use for other things.

TRACEY HALL

Maybe study or chores or whatever that looks like for you. Sorry. So that was 11. 30 to 1.

NATALIE (STUDENT)

Yeah.

TRACEY HALL

Okay, cool. So again, we're going to merge those cells. And sometimes when you click, you can also see this little menu pop up, and you also have a paint can in there. So that's another way you can do that. And so, coming back to the idea of colour coding, you might have I say chores. But I don't mean picking up your kid is a chore. But just that idea of that sort of collection of, you know, things that are between times or, um, you know, driving that sort of thing. So maybe we give that another colour so we'll give that.

NATALIE (STUDENT)

Yeah. That's a great idea! Yeah. I am very visual.

TRACEY HALL

Terrific. Yeah, and and for me, it's really important with these tools for them to be meaningful to you. So, yeah, if colour works for you, like brilliant, you know, use the colour to try and create that visual interest for you as well. So now we've got, like, three distinct categories. We've got that home time. We've got class time, and we've got some of that, you know, kind of incidental bits and bobs sort of time. Um, we don't necessarily need to go through this whole tool, because because the intention is to is to sort of show you what you can with that. Um, and yeah, and and go through. So the other things that I would encourage, you know, people to add in, um, you know, like, sporting commitments or, you know, um, church or community, um, community things as well. The thing we haven't sort of looked at here is and this is where I'm going to go off book and not tell you this is what you should do. But let's be hypothetical and say on Tuesday, you know, I've got my online class. Um, it's a few hours before I need to do the pick up for the kids. So I'm going to have lunch here because I need a break. But then I'm going to sort of put in some study, so right, say All right, I'm going to put in a couple of hours of study here, um, merge those cells and study. What colour do we think study should be?

NATALIE (STUDENT)

Let's make it a nice friendly orange.

TRACEY HALL

Okay, so it's nice and cheerful And so what we want to start doing is, for each of those days. Now, what we're going to have is different blocks of the main things that we're doing. We're going to put in all of those things, like picking up the kids on each of the days that that's required to go through on that weekend and, you know, even things like, you know, um you know, um, dinner, You know, dinner with friends. Uh, dinner with friends. Um, those things that are important to us in our life that we, you know, we want to be able to do, Um, as long as we kind of planned them out, then it allows us to see what our week looks like and make those decisions that are, um, you know, important to see how much study I have to do this week. You know, how many hours can I allocate to study?

Um um, And once you identify those blocks, that's when you can start putting them in. And when you do the work around, um, you know, breaking tasks down into smaller pieces and that was that could be achieved with that other tool that I showed you the assessment map. You can then see. Okay, How much time do I estimate that I need for my study this week and then looking at my weekly schedule? Have I allowed that much time to get my study done this week? Because if you can see that you don't like the two maths numbers don't add up. That's where you have to kind of look for some more time. When can I do my study? You know, if I've allocated 12 hours for study and I've only got 10 on the calendar, where might those extra couple of hours come from? So the whole intention of this is to empower you to have that knowledge sooner rather than figuring out on a Sunday morning that you've still got 5, 6 hours to try and cram in at some point. Um, so I hope that's made sense. Anyone feel free to jump in with any questions of you know how to use the tool? Um, you've got a copy of this, so feel free to have a play around. Natalie, I'm even happy to email this to you afterwards if you like?

NATALIE (STUDENT)

I was actually going to ask if you could because it's really good. It's very helpful. Thank you very much.

TRACEY HALL

I'll put my email address in the chat. So if you want to email me so that I have your email, I could reply, and I'll send that to you.

NATALIE (STUDENT)

Maybe that's Serena.

TRACEY HALL

My colleague will put that in the chat. So that's your reward for your bravery for Okay. Terrific. Thanks so much for that. Okay, Now, let's come back to the rest of our presentation, okay? I might just quickly look in the chat as well. Sure that I've not missed anything out. Thank you. Yeah, totally. Okay, let's share this presentation.

Okay. All right, so, yes, we can see that now. Okay, So we've worked our way through that activity and and planning out our week, So I wanted to share with you just some quick study tips. I think these are really helpful when you know you're starting out in that journey of study. Um, thank you, Natalie. Um, to have those study tips and strategies that work for you, and and to really try them out and see. Does this work for me? Um, you know, is that something that I'd like to try out, You know, how might that work for me? So I think spending some time at the beginning of a study block or session just reviewing that task list. So you've broken things down into those smaller pieces and reviewing the task list to get clear on what that focus is. I think that's important, because if you're having to make decisions around what you're going to start with, what you're going to work on, that's where you can get into that trap of spending that first half hour. Just trying to figure out what work you're going to do, suspending like dividing that 5, 5ish minutes to. This is where I'm going to start, and this is the very first thing that I'm going to work on. And then I know when I finish that this is the very next thing that I'm going to work on.

So having that clarity, I think, is really important, and the start of the session is a really good time for that. But I also think that something that can be helpful is spending 5, 10 minutes at the end of that session, looking at Okay, So what did I achieve? Did I kind of do a good job estimating how long I thought things would take? Because I think that continuous improvement of your estimation will help make those decisions. Um, you know, moving forward with your, um with your time management so going through, how did this session go? But also then, like planning what the next study session looks like. So, um, even if you don't, then spend five minutes at the start. If you spend it at the end of the session, then when you do sit down that next time you're kind of ready to go, you know what you're doing. It's now just a case of putting that in action. I think it can be helpful not to just focus on the thing that do next.

So absolutely due dates are very important. I'm not saying they aren't, um so definitely stick to due dates. But in terms of like managing how you allocate time for work, I think it could be helpful to think of, you know, tasks broken up into those different pieces. And I just keep coming back to that

analogy of almost like puzzle pieces where you're able to sort of move them around, depending on what your your time looks like and also your energy. You know, if you're feeling a bit low energy, is there something that you can work on? That's maybe not the very next thing to do, but it is going to keep you moving forward. So looking at how that could work, Um and this is where it's important to take that longer view of the things you've got coming up.

So, yeah, you might have something to do on Friday and another thing due on Sunday. But is that thing due in two weeks like a total monster that you need to spend a lot of time on? Because if it is, then you work on your Friday thing and you work on your Sunday thing. But you also start chipping away at that thing that due in a couple of weeks, you know, can you just do a little bit here or there? Can you just do half an hour to research a topic or, you know, some of those small things that will all add up to that big picture for that task that's a little bit further in the future. Also installing the canvas app on your phone. So sometimes we find ourselves with a little bit of extra time. You know, maybe we have to wait for a car to get serviced or were in line somewhere to catch public transport to uni. Then if we have the canvas app on our phone, then we can sort of steal those little moments and, you know, go back through my notes, or go through and read through the assessment task to get my head around it. You know, familiarising myself with a different unit outlines. Um, that can be really helpful as well.

Okay, so another study tip is to find the time in the day when you're most alert and to use this for the most challenging work. So all of us will have different energy ups and downs during the day. But sometimes you might be like, Yeah, I'm a morning person. I like to get all the hardest stuff done in the morning or mornings I am hopeless. So afternoon is the best time for me. And so you'll be the one who knows what this looks like for you. So let's say that morning's aren't great for you. Um, you like a slow start, but you still want to be able to use that time to get some stuff done.

So this is where it's helpful to again have those things broken down into the smaller, smaller parts and thinking about like, is there something that feels like a bit of an easy win for me at the moment, you know, is there is there a task I can just knock over in half an hour. Again it might not be the very next thing that's due, but it might be something that just helps you to chip away. And then when you are a more higher energy, maybe in the afternoon, that's when you can tackle something that's going to require more brainpower and looking at easy wins. I think it can also be helpful.

Some people love this. They'll start the session with an easy win, and by that I mean it might be a quick task. It could just be easy, you know, like maybe it's a discussion board, you know, you just need to need to, you know, pop an answer up there on the discussion boards. You're like, you know what? An hour and a half an hour? I already feel confident with the topic. I'm just going to do that one first. And what that can do is create momentum. Because once you've started, I think it's easier to then keep going, you know? Okay, Well, what was the next task after that? All right, I've got that assessment. I'll go through questions one through five in that big assessment task. You've already created that entry point, so it can be easy to roll that momentum forward. Um, alternatively, some people actually like to start with the hard thing, so it's not playing on their mind.

So this is where some of these tips, um I like to share how they can look different for different people. So to get you starting thinking about what might it look like for me? How might I like to work this? And this is a big one. Distractions? What distractions are you facing? And look again. I totally

acknowledge that not all distractions are created equal. Some just things that you can't you know. You can't delay, especially if it's people in your life. Pets as well, they have a way of making themselves known.

So some distractions are yeah, absolutely. They may require that attention, but there are a lot of distractions that we have in our life that maybe we can just park for the time being, especially with tech. You know, could you put your phone on aeroplane mode or silent when you're doing study? Um, you know, even just not having notifications at all like social media, like they want you to be looking at it all the time. So they send a lot of notifications, you know, Could you disable those? You know? Do you need that attention called away every 5, 10 minutes. So something I think that really helps when you're dealing with distraction is being mindful of the fact that you're you're being distracted because sometimes if we can say Okay, well, I was doing my work. But now I'm distracted by this text message. Do I absolutely need to do this right now and making that decision if it's urgent? Absolutely. The answer is yes. But if it's not, what you can do instead is say, you know what? I'm just going to get back into the work and I'm going to work for the next 15 minutes, 20 minutes, what that looks like for you. And then I'm going to attend to that text message because I know these things sort of play on our minds, and that's why they're distracting. But if you can make that decision and say this is something that can wait 15, 20 minutes, I'm going to spend that time working on finishing the thing that I had started that I was midway through. And then I'm going to attend to that distraction.

Okay, so look, there are so many different strategies, methods and tools available to help you manage your time. I've introduced you to a couple today, but you know, for example, with the weekly schedule that's a calendar. So you might find that using your phone is an example of how you could do that. I was chatting to a student before who was saying they wanted to get a white board where they could have all that information. So thinking about how could I build something like this into my life? What kind of tool could I use? Creating a time management system doesn't have to be complicated. You saw that. I just had a word document that's a table. So, like I said before, it's not complicated, but it's actually really powerful because it gives you that clarity.

The best system is the one that works for you. So I really encourage you to try things out, see what works and adjust as you go. Because I think sometimes if something doesn't work, it's easy to say. Well, no, I'm just gonna just stop using that. But if you can identify parts of it worked and parts of it didn't. So how can I kind of shift into working more effectively for me? Making sure that your time management is clear and easy to use is really important, and a good system allows you to track your work. It gives you a realistic overview of the work that you have to achieve as well. So this means I understand my goals, and it makes it so much easier for you to work to complete those goals. All right, So, as I mentioned earlier, this workshop is one of a series of workshops to help you sort of start out strong with your your study career.

So we do have a few different workshops coming up. One is A Cure for Procrastination. Um, and we've got our dates here, and that's also run by the Student Success Coach team. Um, this workshop is the How to Find Time to Do Your Work Workshops so you don't necessarily need to attend that again. Um, we also have workshops around making sense of canvas, avoiding assessment pitfalls. And then careers are also delivering, um, seeking part time or casual work while studying.

So we've got, um, the Student Success Coach team. We have the Learning and Academic Skills Centre or, or L A S. As people often refer to them and the careers and employability team. This information can be found on the orientation course on Canvas, which is where this information is also posted.

All right, well, thank you so much. I'm opening the floor to any questions. If I've covered anything that someone would like me to clarify or any just general time management questions, um, in my role as a success coach, my colleagues and I, we have a lot of conversations with students about managing the time and all those conflicting priorities. So we've seen a lot of different sort of things come up. So if you've got any questions, feel free to ask in the chat. Um, but you can also contact your coach, so each course we'll have a coach allocated to them.

So if you're interested to know who your student success coach is, you can visit the link that's on the screen and find out who your coach is, and so we can work with students on a range of different issues. Um, whether we help one on one or whether we can sort of suggest referrals for you of other services. We look at what's going on for you, and, uh, we'll sort of work with you to create those next steps for moving forward.

Okay, so it looks like we doesn't. We don't have any questions at the moment. Um, Serena's just posted in the chat. We do have a survey for, um this workshop today, so please take a minute or two just to go through the survey. Your feedback will be really helpful. Um, you know, to help us to learn. You know what, um, what you're looking for in this presentation. If there's anything that sort of you wanted to share with us, we'd be very grateful. So again, that's in the chat. All right. I don't think we have any more questions. Um, so it's time for me to just say thank you so much for participating today. And I truly wish you all the best with your studies. It's a big undertaking. And I think when you can set up some of these structures around managing your time and accessing the support of Swinburne, um, we mentioned a few examples there of LAS and careers. There's lots of other services available as well. So please do reach out and feel free to get in contact with your coach if you have any questions.

Okay. Well, thank you so much. Um, and we'll leave it there for now. Thanks.

[END OF TRANSCRIPT]