

Time Management Skills Workshop

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Outline

1. Introduction
2. Your expectations
3. Myths and misinterpretations
4. Time management definition
5. Self-reflection
6. Time management difficulties/ challenges
7. Time management tools and techniques
8. Conclusions and suggestions
9. Questions



Time management & me

Easy or challenging?

Why is it difficult to be a successful time manager?



What is effective time management?

- What are the myths and misinterpretations?
- Can we control the time?
- How we perceive our time?
- What are we managing?



One Minute in Internet and Social Media

- <https://www.youtube.com/watch?v=CvcdxvH00mE>



Small moments can have a great power!!!



What can you accomplish in 5 minutes?:

- Write an e-mail
- Make an appointment
- Leave a voice message
- Write a page of text
- Create an agenda for a meeting
- Research a point
- Write a (thank-you) note
- Ask a colleague a questions you need the answer to
- Read a short email
- Clarify something you were unclear about



Are you really busy?

- According to study in late 1996:
- 972 employees received 178 messages per day:
 - via phone – 24 per day average
 - email – 14 per day average
 - Voicemail – 11 per day average
- Can you calculate yours?
 - Interactions
 - Calls
 - emails

 TIME MANAGEMENT – WEEKLY SCHEDULE 

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
7 AM - 10 AM	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time
10 AM - 12 PM	Work	Work	Work	Work	Work	(Additional Work)
12 PM - 1 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Home Projects
1 PM - 4 PM	Work	Work	Work	Work	Work	
4 PM - 6 PM	Therapy	Work	Acupuncture	Work	Yoga	
6 PM - 10 PM	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time

Activity:

Your daily / weekly schedule (please use a template provided in your workshop materials)



Busy or productive

- Emotional perspective
- Cognitive perspective
- Behavioral perspective



Time management: difficulties/ challenges

- “Time-eaters” or “Time-wasters
- Procrastinating (Internal factors vs. External factors)
- Saying No



Time management tools & techniques

What can we use to manage ourselves in
time?



Value of time:

- Value of one year – ask a student who failed
- Value of one month – ask a doctor about premature baby
- Value of one week – ask the editor of a weekly news-paper
- Value of one day – ask children who miss their mom
- Value of one hour – ask the surgeon for emergency operation
- Value of one minute – ask the player who lost the game in last minute
- Value of one second – ask the person who just avoided an accident
- Value of one millisecond – ask the person who won an Olympic medal



Things to remember

We don't build life we want with saving time.
We build life we want and then time saves
itself.



To summarize

- **What did we learn?**
- **How much is it useful?**
- **Which knowledge are you going to apply?**

