

Tips on Time Management

Manage Your Time Effectively

- Use tools for time management. It is important to plan your time
 - Some resources with time management tools and advice:
 - <http://cte.udel.edu/tmworkshop08.html> (from a workshop given by UD's Center for Teaching Effectiveness)
 - http://www.mindtools.com/pages/main/newMN_HTE.htm
 - <http://www.timemanagementhelp.com/>
 - <http://www.studyskills.soton.ac.uk/getstart.htm> (This site is basic, but it can be useful for you and for sharing with your students- it has worksheets and assignments)

Create a Master Plan by Role

- Graduate students have multiple roles (student, TA, lab assistant, social life)
 - Organize and manage your time by role
- Make a calendar of important dates and due dates for all your graduate school roles (teacher, student, family or relationship role) by semester
 - Will allow you to plan more effectively
 - For example, if an important date for a research paper and your student's main projects are due the same week, you can plan accordingly
- Strategize multi-tasking opportunities

Be Aware of Multiple Components in Each Role

- Be sure to leave enough time for the relevant role component in your plan
 - For example, a teacher can be a planner, a grader, a facilitator, and a lecturer. A student can be a conference presenter and a researcher.
 - Be aware of variable time components in each role (shorter or longer)

Organize Your Physical Space Appropriately

- Separate roles done in separate places (if possible) avoids getting sidetracked by projects/activities other than those planned
- Strategize your spaces
 - Examples: research in library carrels, teaching activities in office OR research at home, teaching activities in library
 - Note: Most department graduate offices are not effective places to work in

Make Time for Yourself

- Plan personal time as much as other roles
- Take time to get to know school and area offerings
- De-stress time is important!