



Time Management Tools and Techniques For the Remote Learning Environment

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Office of AccessABILITY

General Housekeeping

BE RESPECTFUL TOWARDS ONE ANOTHER

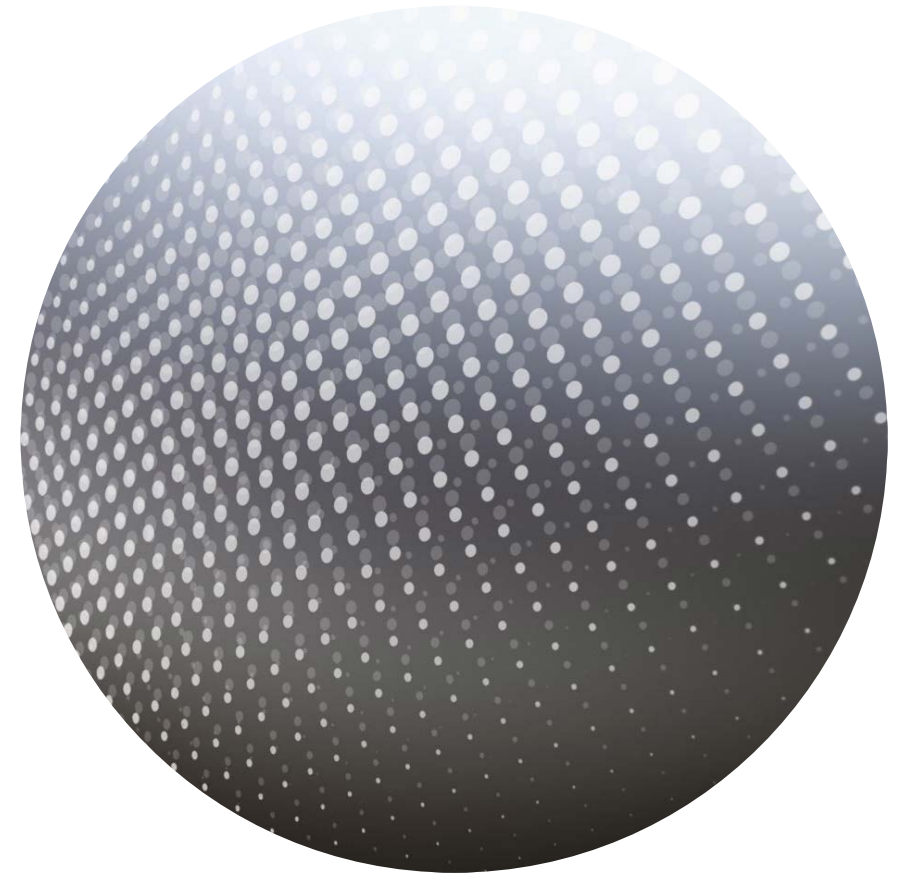
WE ENCOURAGE YOU TO NOT SHARE ANY CONFIDENTIAL INFORMATION DURING THIS SESSION

WE WILL HAVE Q & A SESSION AT THE END OF THE PRESENTATION

PLEASE SPEAK ONE AT A TIME WHEN ASKING QUESTIONS OR SHARING COMMENTS

USE THE GROUP CHAT FUNCTION TO ASK QUESTIONS AND SHARE YOUR CONTACT INFORMATION VIA EMAIL TO ME

A COPY OF THIS PRESENTATION WILL BE MADE AVAILABLE UNDER EVENTS PAGE OF OUR WEBSITE



OVERVIEW

- The impacts of recent events and the online migration
- Compartmentalization concerns
- Balancing self-care, being present for loved ones and your academics
- Effective time management strategies to implement
- Reducing internet pollution and screen time to enhance learning
- Questions and Comments

The Impacts of Recent Events and the Online Migration

Common Concerns

- The online environment conflicts with your learning style
- It is hard to find the motivation to complete assignments
- General fear of the unknown due to the COVID-19 Virus
- Health concerns and finding time to look after yourself and loved ones
- Feelings of isolation
- Anything that is of concern to you

Some Considerations

- Have you communicated your concerns with your instructors and AccessABILITY?
- Have you been using your accommodations, or do you require any modifications to them?
- Have you been getting sleep, eating properly, exercising and engaging in your hobbies?
- Are you allocating time throughout the day to complete your academic work?



Create a home office or space that you devote solely to your studies



Try not to live in PJ's as much as possible/ Dress for success



Allocate time each day for schoolwork, staying connected with loved ones and your own self-care regimen and hobbies



When working on assignments, block out websites that you do not need to complete the work



Have loved ones change your streaming passwords while you are working

Compartmentalization Strategies

Two Quotes to Think About

“The space in which we live should be for the person we are becoming now, not for the person we were in the past.” — **Marie Kondo**

“When we speak we are afraid our words will not be heard or welcomed. But when we are silent, we are still afraid. So it is better to speak.” — **Audre Lorde**

The Pomodoro Method- Use a Timer for this



Step 1-Work for 25 Minutes



Step 2-Take a 5 minute break



Step 3- Work for 25 minutes



Step 4- Take a 15 minute break



Repeat for 4 cycles

Bullet Journaling

Use three sections of a notebook or application of your choice to create a checklist for each of these categories

1) Today

2) This Week

3) This Month

The 168 Method



There are 168 hours in a week



Plan one week at a time for academics, hobbies and self-care. You have 168 hours to create and follow a balanced schedule for yourself

The Kaban Method

- Use a white board or notebook to create 3 categories
- Column 1- To do
- Colum 2- In Progress
- Colum 3- Done
- You can use either sticky notes or the marker(or pen) to cross off tasks that have been completed
- This has proven useful for many to visualize what they have done and still need to do

Other General Time Management Tips

- Take time in the morning to prioritize tasks
- Tackle harder assignments and tasks in the morning/ early afternoon before the day picks up and fatigue sets in
- Try to fully engage yourself in the task at hand and keep phone, internet and other distractions far away from you
- Utilize website blocking applications and implement the use of timers into your routines
- If you are having a hard time focusing or are becoming frustrated/ hit a roadblock when working detach from the task for no more than 15 minutes and hold yourself accountable to return to it
- Eat well. Sleep. Exercise.
- When taking breaks, do something for yourself that you enjoy

Apps worth exploration

Pocket App-bookmarks distracting web content and allows you to revisit it once you have accomplished your goals

Fantastical 2- Calendar that creates daily, weekly and monthly summary lists to better organize digital calendars

Time Doctor-Time tracking app

Focus Booster- Aids in breaking your calendar into chunks and scheduling breaks

Focus Writer

- <https://gottcode.org/focuswriter/>
- FocusWriter: FocusWriter is a simple, distraction-free writing environment. It utilizes a hide-away interface that you access by moving your mouse to the edges of the screen, allowing the program to have a familiar look and feel to it while still getting out of the way so that you can immerse yourself in your work. It's available for Linux, Windows, and Mac OS X, and has been translated into many different languages.

Freedom

- <https://freedom.to/>
- Freedom: Social media, shopping, videos, games... these apps and websites are scientifically engineered to keep you hooked and coming back. The cost to your productivity, ability to focus, and general well-being can be staggering. Freedom gives you control.

LeechBlock

- <https://addons.mozilla.org/en-US/firefox/addon/leechblock-ng/>
- LeechBlock: Firefox based - LeechBlock NG is a simple productivity tool designed to block those time-wasting sites that can suck the life out of your working day. All you need to do is specify which sites to block and when to block them.

Stay Focused

- <https://chrome.google.com/webstore/detail/stayfocusd/laankejkbhbdhmipfmgcngdelahlfoji?hl=en>
- StayFocusd: StayFocusd is a productivity extension for Google Chrome that helps you stay focused on work by restricting the amount of time you can spend on time-wasting websites. Once your allotted time has been used up, the sites you have blocked will be inaccessible for the rest of the day.

Write Room

- <http://www.hogbaysoftware.com/products/writeroom>
- WriteRoom: Mac based - For Mac users to write without distractions. WriteRoom is a full screen writing environment. Unlike the cluttered word processors you're used to, WriteRoom lets you focus on writing. Requires Mac OS X 10.7+ (There is a Windows based version called DarkRoom).



Q and A