Help! How do I manage my time?

Hannah Lewis
ASTR 8500 - Topical Presentation
April 24, 2018
Where does my time go every week?

As graduate students, we are expected to:

- **Go to class**: 7 hours  = 1 hours per credit × 7 credits
- **Complete homework**: 21 hours  = 3 hours per credit × 7 credits
- **Attend colloquia**: 5 hours  ⇒ NRAO/UVa colloquium, 2 journal clubs
- **Attend meetings, etc.**: 6 hours  ⇒ Including group meetings, meetings with advisor, telecons
- **Complete research**: 33 hours  ⇒ Including reading papers, responding to emails, and actually doing work
- **Fulfill TA requirements**: 12 hours  ⇒ Anywhere from 12 to “too many” to \( \int_0^{\infty} dx \) hours

Where does my time go every week?

As graduate students, we are expected to:

- Go to class: 7 hours
- Complete homework: 21 hours
- Attend colloquia: 5 hours
- Attend meetings, etc.: 6 hours
- Complete research: 33 hours
- Fulfill TA requirements: 12 hours

As humans, we also spend time:

- Sleeping: 42 hours
- Eating, cleaning, etc.: 21 hours
- Socializing, etc.: 21 hours

Where does my time go every week?

As graduate students, we are expected to:

- Go to **class**: 7 hours
- Complete **homework**: 21 hours
- Attend **colloquia**: 5 hours
- Attend **meetings**, etc.: 6 hours
- Complete **research**: 33 hours
- Fulfill **TA requirements**: 12 hours

**TOTAL**: 168 hours, 50% of which goes into basic care

*From the Bureau of Labor Statistics, American Time Use Survey, 2017*
How can I use my time efficiently?

- **Account for your time**, including sleeping, eating, socializing — BE HONEST

<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Sleep</td>
<td>Up for work/breakfast</td>
<td>Up for work/breakfast</td>
<td>Up for work/breakfast</td>
<td>Up for work/breakfast</td>
<td>Up for work/breakfast</td>
<td>Sleep</td>
</tr>
<tr>
<td>7:30 am</td>
<td>Sleep</td>
<td>Check email</td>
<td>Research</td>
<td>Check email</td>
<td>Research</td>
<td>Research</td>
<td>Sleep</td>
</tr>
<tr>
<td>8:00 am</td>
<td>Up for work/breakfast</td>
<td>Homework</td>
<td>Research</td>
<td>Homework</td>
<td>Research</td>
<td>Research</td>
<td>Up for work/breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Understand when and where YOU are most productive — if you can’t be productive at home or in the morning, don’t save important work to be done at home the morning before it is due!
How can I use my time efficiently?

- Make a TO DO list — include EVERYTHING, from replying to an email to completing a homework assignment to writing a paper!

- Utilize time spent waiting — if you’re early for a meeting, walking to the office, or between classes, try to get done some of the quick 5-10 minutes tasks on your TO DO list.

THINGS TO DO:

Due date? Importance? Time to complete task? Interest?

Find what works for you!
How can I use my time efficiently?

- Use a productivity tool — if you know certain websites or apps are huge time dumps for you, use a tool to block them at certain times of the day
  - Google Chrome — *Stay Focused*
  - Safari — *Focusbar*
  - Firefox — *Leech Block*
  - iPhone — *Forest* ($1.99) or *Flora* (FREE)

- Learn to say “NO” — if you have a busy week, month, semester, make it clear to YOURSELF AND OTHERS that your first priority is completing your research tasks, homework, or whatever is most important to you
How can I use my time efficiently?

- Be flexible — things WILL happen that you cannot plan for, so be prepared to rearrange your calendar to accommodate new, important tasks.
- Make time for things you enjoy — if you make time for things that you value (family, friends, exercise, music, whatever!), you’ll waste less time doing things that are neither important nor enjoyable.
Summary

- Account for your time
- Understand when and where YOU are most productive
- Make a TO DO list
- Utilize time spent waiting
- Use a productivity tool
- Learn to say “NO”
- Be flexible
- Make time for things you enjoy

START NOW — after class, go do one of these things!
Resources

For your use:

- **Hourly Planners**
- **Productivity Tools**:
  - Google Chrome — *Stay Focused*
  - Safari — *Focusbar*
  - Firefox — *Leech Block*
  - iPhone — *Forest* ($1.99) or *Flora* (FREE)

For your reference:

- Time management tips for graduate students:
  - University of Maryland, Counseling Center
  - Tara Kuther for ThoughtCo.
  - Nellie Perret for University of Toronto
- Time Boxing
- Amy Novotney for American Psychological Association
- Francesco Cirillo’s *The Pomodoro Technique*