

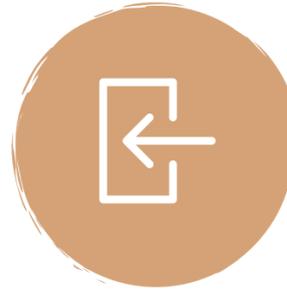


TIME MANAGEMENT

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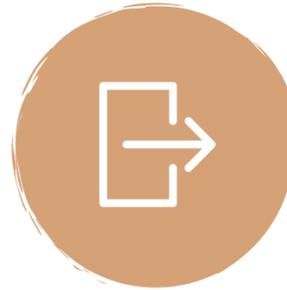
Tutor Staff Meetings 2022

WHAT KINDS OF TIME MANAGEMENT?



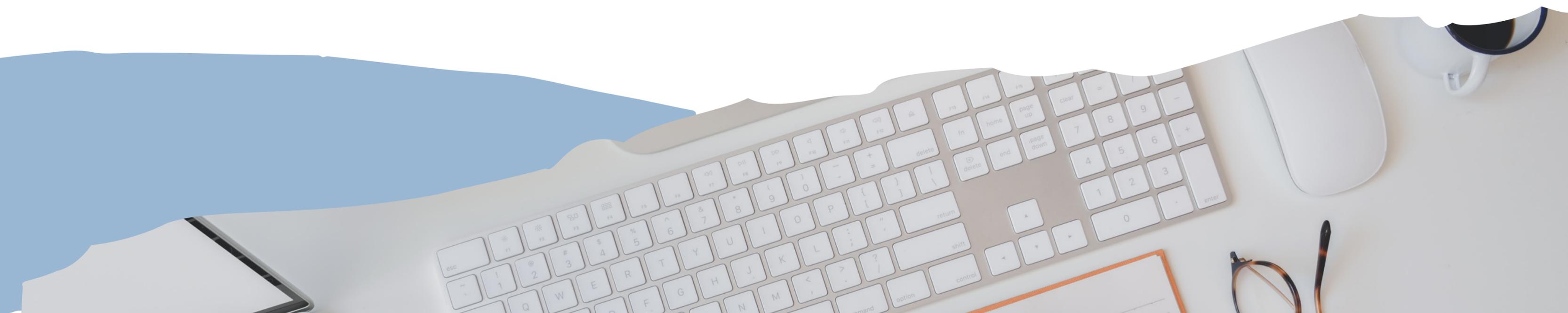
IN A SESSION

-time management for you



OUTSIDE OF A SESSION

-tips for your students



WHY IS TIME MANAGEMENT IMPORTANT IN A SESSION?



WHY IS IT IMPORTANT?

- sets up expectations for you and your tutee
- ensures that you end on time
- helps the tutee feel in control of the session
- assists in not having tutees take advantage of your time
- provides continuity across the program, respect for other tutors



BEST PRACTICES

- Remind student at the beginning about length of session
- Give tutee an idea of how much you can accomplish in the session
- Give a 30 or 15 minute reminder
- In the last 5 minutes, check if they have any other questions



WHAT IFS

- What if the student wants you to stay after the allotted time?
- What if you are in the middle of a problem when time runs out?
- What if the student throws you a curveball with 10 minutes left?

TIME MANAGEMENT TIPS FOR YOUR TUTEES

WHY?

- students have been struggling a lot with time management this semester
- sometimes poor performance on tests or homework isn't related to content knowledge, but lack of time (how can you tell?)
- you are there to provide resources of all kinds and help student succeed



HOW TO SET UP PROPER TIME MANAGEMENT

01

OVERARCHING GOALS

-set up realistic large and small goals

02

GOAL PRIORITIZATION

-determine which goals are most important now

03

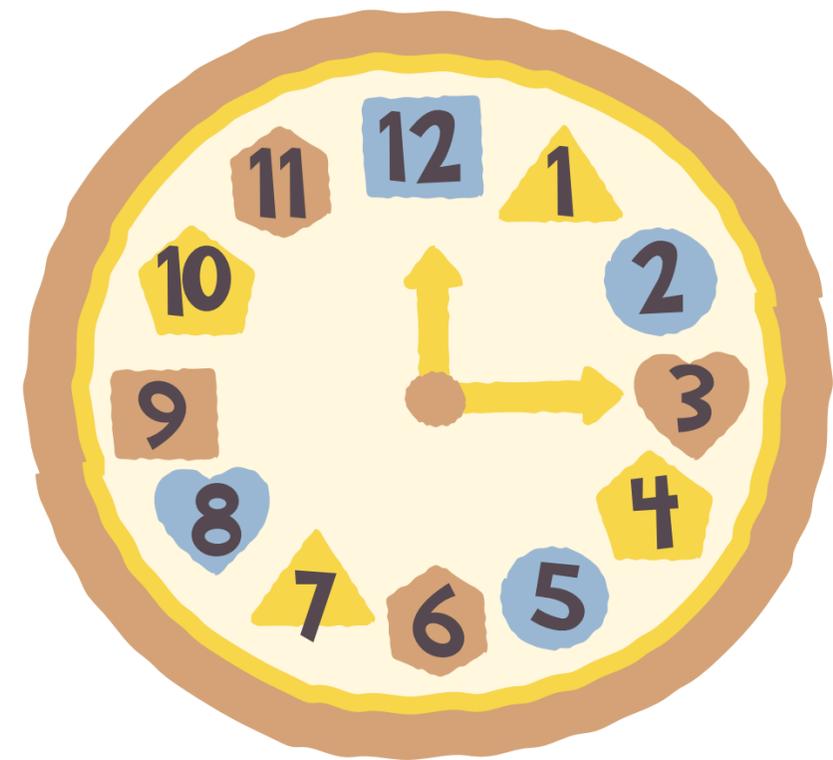
CREATE A SCHEDULE

-use those goals to create a daily schedule

04

IN THE MOMENT TIPS

-during study times, find ways to avoid distraction and be productive



WHAT DOES A GOOD GOAL LOOK LIKE?

THE SMART METHOD

Specific: The more specific you can make your goals, the easier it will be to accomplish them.

Measurable: What do you need to do to check off your goal? If its vague like "study harder" there is no concrete way to measure it. Instead try "study for 2 hours a day"

Attainable: Make sure its something you can actually do. "Run a 4 minute mile" is probably not a practical goal, so change it to something like "Run an 8 minute mile."

Relevant: Does this goal relate to your big picture life goals? Make sure your goals work toward something bigger.

Time-Based: Each goal needs a deadline, otherwise we as humans will put it off forever.

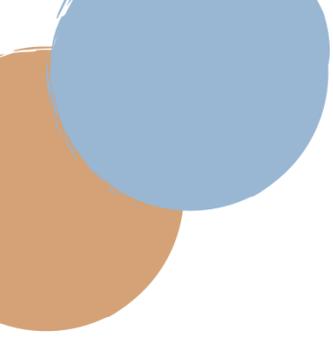
PRIORITIZATION: MOSCOW METHOD

Must Have: Non-negotiable item that is mandatory for success, integral to accomplishing your goals

Should Have: Something that is very important, and will significantly help with your goals, but might be able to wait a bit

Could Have: Something that would be nice to get done, and would help with some smaller goals, but would only have a small impact if left out

Wish to Have/Will not Have: Something that is not a priority at this time and if you don't get it done it won't impact your goals in any significant way



IN THE MOMENT TIPS AND TRICKS

- For each hour of class time you should spend 2-3 hours studying
- Create a to-do list either on paper or on your phone (not in your head)
 - Apps: Any.do (integrates with Google and Apple calendars), Remember the Milk, Habitica
- Schedule a 15-20 minute break for yourself every 1 or 2 hours.
 - Do something different than you were doing while studying
 - Prioritize your mental health!
- Within your study blocks, try the Pomodoro Method. This forces you to break up your studying into manageable chunks.
 - pomofocus.io
- Identify your biggest time-wasters and distractions
 - Social media limiting apps: Flipd, Offtime, Freedom
 - Create a reward system