

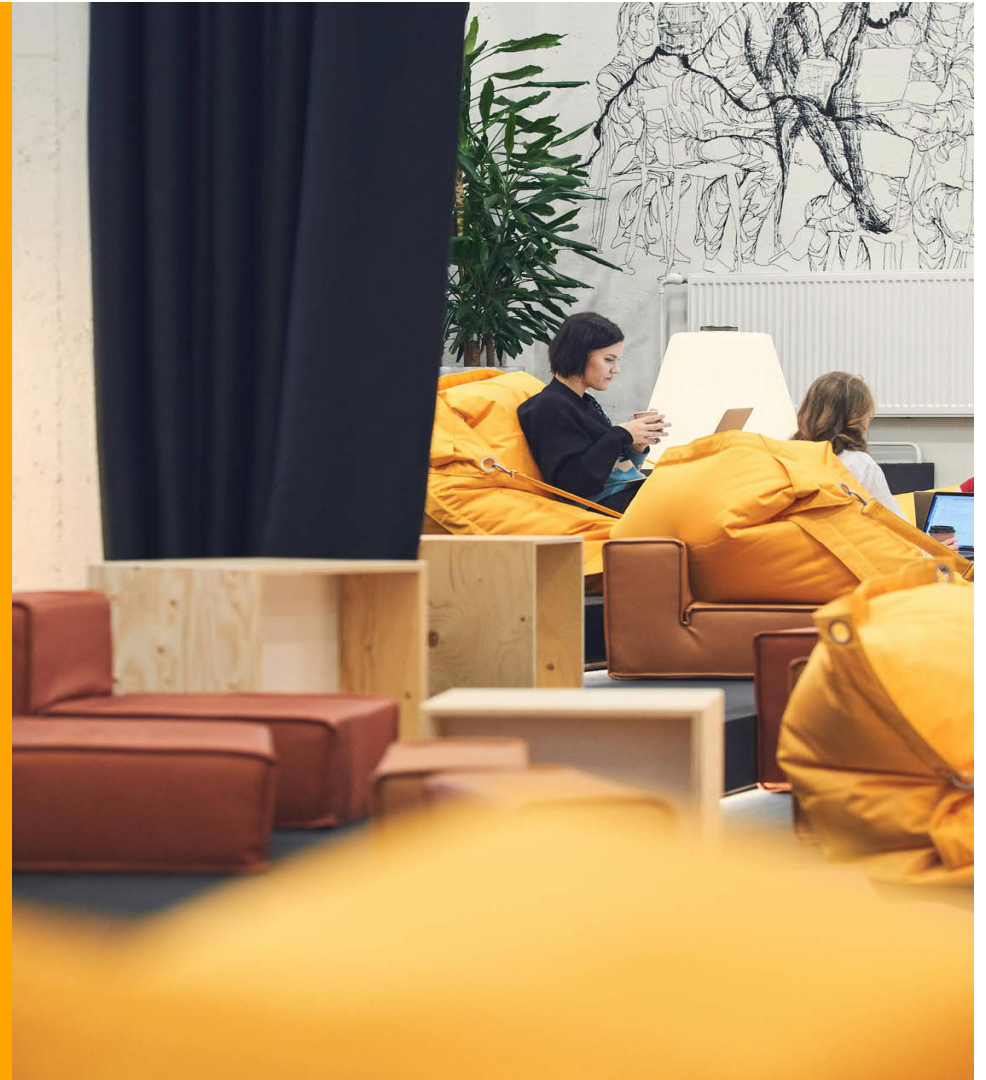
Academic Learning Skills — Time management

Meri Karjalainen, Mari Partanen &
Emma Johansson

6.10.2021



Aalto University
School of Arts, Design
and Architecture



Programme of the day

1. Study ability assignment
2. Time management
3. Assignment

I like...

- **Atmosphere**
- **Meeting in person**
- **Discussions**
- **Chance for reflection**

...I wish

- **Practical tips, advice**
 - Some more in scope with this course than others
- **More autonomy**
- **Future planning**
- **Other than writing assignments**
- **Specific worries**
 - Please contact us

Study ability

Things that support or promote your study progress

- Peers, family and friends
- Motivation
- Teachers (expertise, feedback, open discussions)

Things that delay or block your study progress

- Remote studying and social distancing
- Physical or health issues
- Time management problems
- Different skill sets (background)
 - Remember to ask for help or tell your teacher that you're falling behind

What do you spend your time on?

- **Discuss with a partner/small group**
- **Make a list of the things**

What percentage of the day/week/month you think you use on them?

If you could choose those percentages, how would you change them?

Is there a conflict compared to the situation now?

Do you use your time on meaningful things?

How to prioritize?

Prioritizing

	Urgent	Not Urgent
Important	<p>Fire Fighting</p> <ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects, meetings, preparations	<p>Quality Time</p> <ul style="list-style-type: none">• Preparation• Prevention, capability improvement• Relationship building• Planning, recreation
Not Important	<p>Distractions</p> <ul style="list-style-type: none">• Interruptions, some calls• Some emails, meetings• Many pressing issues• Many popular activities	<p>Time Wasting</p> <ul style="list-style-type: none">• Trivia, busywork• Junk emails• Some calls• Time wasters• 'Escape' activities

What is time management?

- **Determining**
 - *what* needs to be done
 - *when* it needs to be done
 - **Prioritizing what and when**
 - **Having realistic goals and revising the plan**
- **Note: not everything can be planned or made more efficient**

Why time management?

We have limited time.

- **Taking care of your responsibilities**
- **Helps you see where you spend your time and why**
- **A self-management skill**
- **Makes you aware of what really is important**
- **Note: self-care may be scheduled, as well**

Time used for studying?

1 ECTS = 27 hours

60 ECTS = 1600 hours

Academic year 35 weeks = 45 hours per week

This time includes thinking and processing new knowledge i.e. room for learning.

How much time do you spend on your studies in a week?

How do you divide your time between studies and free time?

Challenges in time management

- **Different form of studies than high school**
 - Online learning
- **Study technique you used to use doesn't work anymore?**
 - Did you have a study technique?
- **More things to handle than before**
 - E.g. "adult responsibilities"

<https://mycourses.aalto.fi/mod/page/view.php?id=794471>

Time management habits

- **Discuss with a partner/small group**
- How do you find your time management skills?
- What do you struggle with in time management?
- Do you use to-do lists, calendar, a planner?
- Do you see any patterns?

Procrastination

- **Everybody does it!**
- **Different personality types**
 - impulsive, getting bored easily, no study habit
- **Life situation and mood**
- **Tiredness, time of day, season**
 - body may need rest
- **Days are different**
 - sometimes it's better to do some routine work, sometimes you feel like doing more creative work.
- **You do not always procrastinate**
 - Is there a typical thing you are postponing?

Procrastination

- **Unpleasant task**
 - Isn't motivating, too hard, too easy, unclear
 - Connected with something unpleasant (critique in the past, stage fright)
- **Task seems to be hard**
 - You are doubting your abilities
 - The assignment needs a lot of time
 - You lack the skills and knowledge needed
- **A lot of time until deadline**
 - No deadline? No accountability?
- **Perfectionism**

How to overcome procrastination?

Discuss with a partner/in a small group

Hacks for procrastination

How to

Any benefits for procrastination? What?



Write down your ideas on Flinga: <https://edu.flinga.fi/s/EC6V946>

Access code: EC6V946



Procrastination can reveal something about you and your personality, since it's often linked to negative emotions

Procrastination helps you to make better decisions

Avoid putting small 5-minute tasks to the to-do list

Dividing the task into smaller deadlines

Start with the hardest task on your to-do list

Talking to others about it

Meeting in informal settings so working is less stressful

Delete spotify so you don't make playlists

benefit: learn something / pursue actual interests

benefit: get other things done (cleaning, laundry, etc.)

benefit: urgency

go to cafe / library -> self consciousness in public

call with other people -> accountability

procrastinate so long that the task goes away / is no longer important

tackle it as soon as you feel like procrastinating

hide phone

post-its everywhere

break it down into smaller tasks

Alarm clocks

remember why you are doing it

follow the pomodoro technique

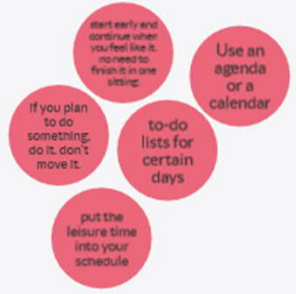
getting motivated

getting the mindset

talk with peers/ state deadlines

set goals

going out (e.g. cafe)



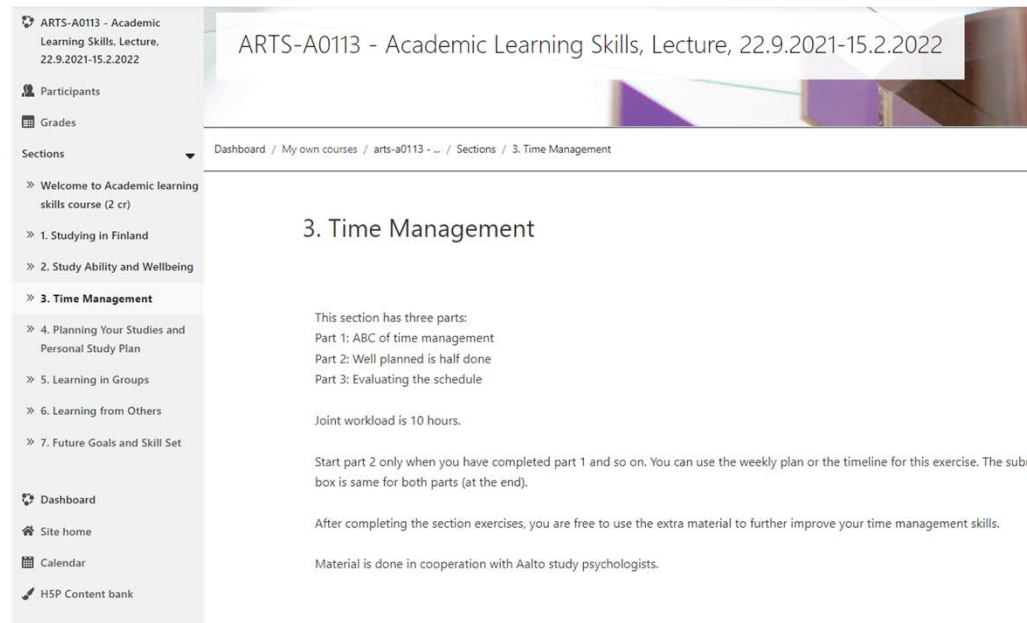
if you get the need to procrastinate it might be your body telling you de-stress

How to overcome procrastination?

- **Work environment (when, where, who with)**
- **Identify the feeling connected to the assignment**
- **Self-forgiveness and self-compassion**
 - Be kind to yourself
 - Decrease psychological stress -> motivation
- **Focus on positive feelings (when you succeeded in the past etc.)**
- **Set deadlines**
 - Divide the task into subtasks *or* focus on the NEXT task
 - Pomodoro-techniques
- **Remove roadblocks between you and the task**
- **Use procrastination to your advantage: the shower principle**

Homework

- Assignment has 3 parts
- DL 17th December



ARTS-A0113 - Academic Learning Skills, Lecture, 22.9.2021-15.2.2022

Dashboard / My own courses / arts-a0113 - ... / Sections / 3. Time Management

3. Time Management

This section has three parts:
Part 1: ABC of time management
Part 2: Well planned is half done
Part 3: Evaluating the schedule

Joint workload is 10 hours.

Start part 2 only when you have completed part 1 and so on. You can use the weekly plan or the timeline for this exercise. The sub box is same for both parts (at the end).

After completing the section exercises, you are free to use the extra material to further improve your time management skills.

Material is done in cooperation with Aalto study psychologists.