

The logo consists of a large, bold, black letter 'A' followed by an exclamation point '!', both in a sans-serif font.

Aalto-yliopisto

The background features several overlapping speech bubbles in white, light brown, and light blue, set against a teal background. The main title is centered over these bubbles.

Study skills and time management for the bachelor students in Economics

*Materials by Aalto psychologists, 2021.
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Agenda for today

13.15 Welcome!

13.20 Flinga: Beginner's guide to stressing...

13.30-14.05 Podcast episode about time management

14.05-14.25 Group chat + Flinga: tool-box for university years

14.25-14.40 ABC -Time-management exercise

14.40-14.45 Scheduling - Points to consider

14:45-15:00 Instructions for scheduling assignment /Elina

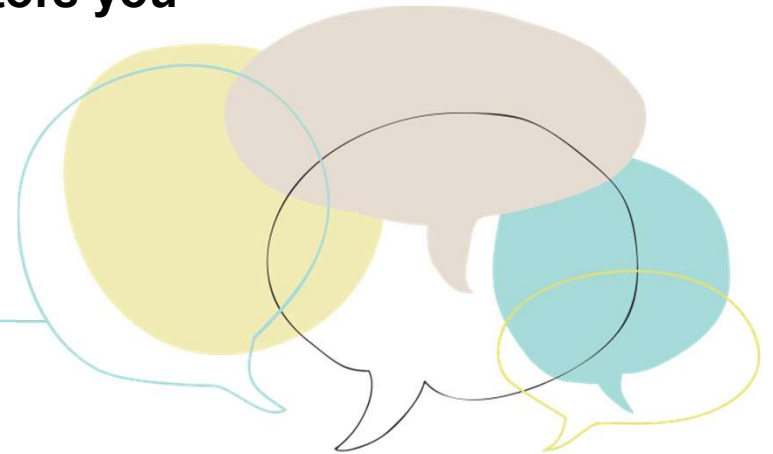
Beginners' guide to stressing yourself out...

You got 5 minutes – write down in Flinga:

[Flinga - Beginners guide Economics](#)

How to cause as much stress as possible for yourself?

Think about your own actions and other factors you can/can't modify.



Listen to study psychologists' podcast – The Best thing today

16. Time-management – a skill everyone can learn with time (29min)

https://open.spotify.com/episode/4RGsgTFM3A88IXH3KBGeY0?si=MqvOcUgRT8-pY9FtfftuaA&dl_branch=1

Try to find three points/insights that you would like to remember



TIME MANAGEMENT TREASURE MAP

How do you avoid setting yourself up to fail?

Start here
Minimize interruptions
Create routine

Physical workspace



Values



Taking care of yourself



Tackling obstacles

Energy and wellbeing

Time thieves



Chopping tasks



Goal setting

How does it feel?

How does it show?

You did it!



Effective time-management



Scheduling

4 pillars of time management



Prioritization



A Tool-box for University Years

Talk about the podcast episode in small groups.

Create your group's tool-box for university years (top 5 study & time management tips).

Share your tool box in Flinga:

[Flinga - Tool Box Economics](#)



ABC- the time management exercise

1. List the things on which you spend time weekly using post-it notes (or doodling paper that you can cut).

Write only one thing per note. Consider all areas of life:

•Studying - *List all the courses you are taking now, writing each of them on a separate post-it.*

•Interests

•People (time for friends, etc.)

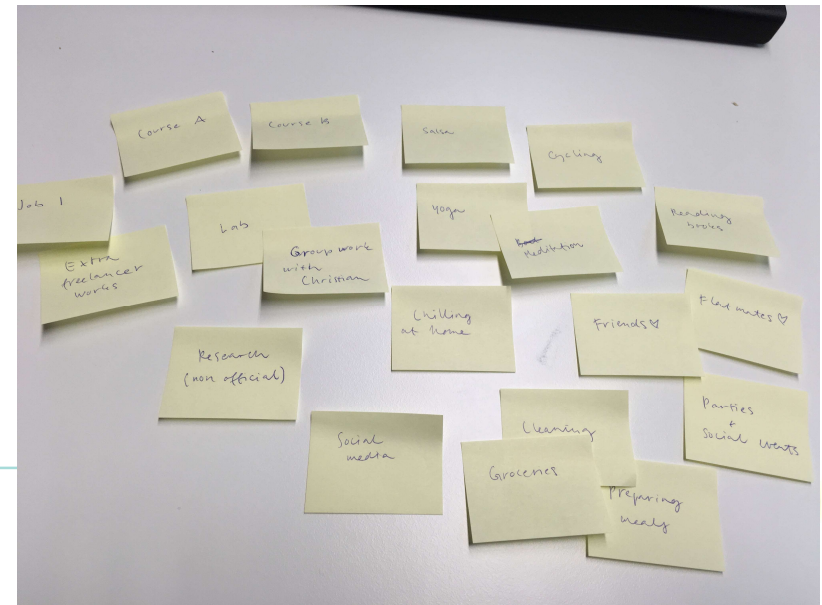
•Chores

•Eating

•Rest, time to recover

•Work

•Other



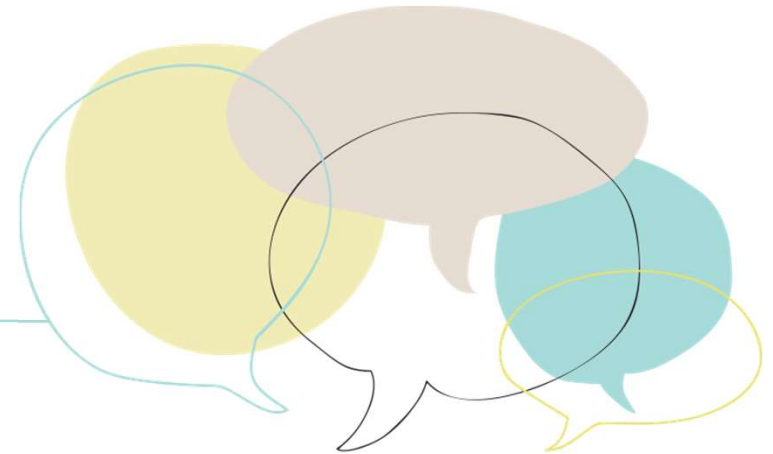
2. Sort the tasks into three groups according to their importance:

Group A	Group B	Group C
<ul style="list-style-type: none">• 4-6 most important tasks• The key tasks that help you reach the results, goals and future you are aspiring to.• Things that are valuable to you• Use your prime time and energy on these (effort level: 80–100%)	<ul style="list-style-type: none">• Necessary, often routine tasks, with less impact on your goals.• Use only a moderate amount of time and energy on these (effort level: 60–80%.)	<ul style="list-style-type: none">• Unimportant tasks, which you may not have to do at all.• No consequences for not doing them right now.• Do these only if you have time. (effort level: 0–60%)

Points to consider

- **Make a plan**
- **Start with writing down "big" dates and tasks from group A**
- **Longterm / shortterm goals**
- **Devide goals on tasks and devide tasks on smaller tasks – the smaller the better!**
- **Be realistic when you set goals**
- **Don't leave tasks too close to the "big" dates**

How do you eat an elephant?



Points to consider

- **Monitor your use of time**
- **Write down everything. You need to get your brain capacity on working - use calenders, notes, to-do-lists**
- **Consider where you work and when you work - what's your prime time and place?**
- **What is the best study method for this project?**
- **Practice scheduling and modify your schedules when needed**
- **Protect your freetime and recovery. Plan in advance that you have time for that!**



More information?

MyCourses-materials for self-study

Self-Study Material: Mindful Tools for Stress Management

Self-Study Material: Career Planning Exercises

Self-Study Material: Time-management

Self-Study Material: Stress-management

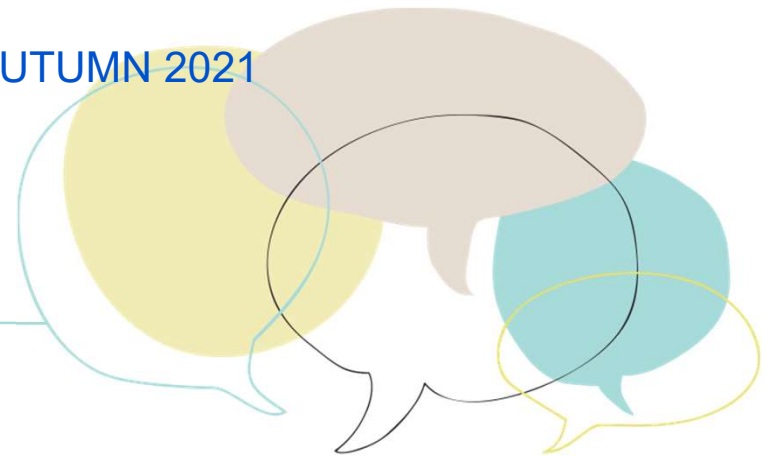
Self-Study Material: ABCs of getting things done

Study psychologists' group:

Power of Self-Compassion in Stress-Management, AUTUMN 2021

Study psychologist's podcast:

[The Best Thing Today podcast series | Aalto University](#)



A!

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Thank you!

The image features three overlapping speech bubbles on a teal background. The top-left bubble is white with a yellow outline. The top-right bubble is beige with a black outline. The bottom-right bubble is blue with a white outline. The text 'Thank you!' is written in a large, bold, black font across the lower part of the bubbles.