

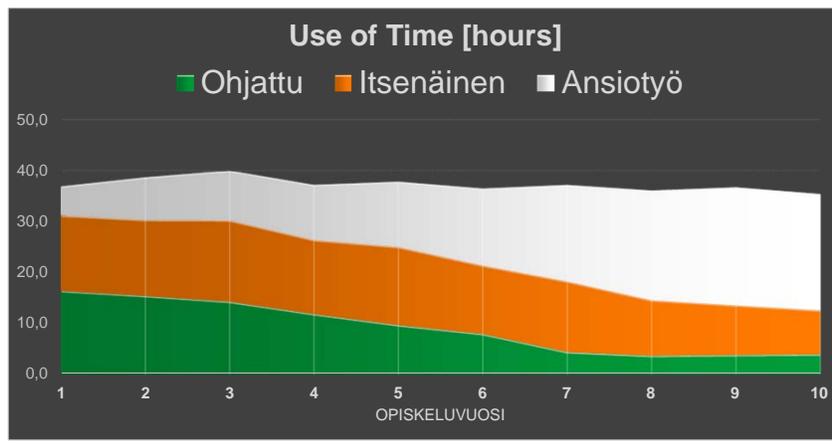
Time Management

Paula Sjöblom
Psychologist
Learning Services
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Working on the Master's Thesis starts a new period in your studies

- When you start working on your Master's Thesis, how you spend your time usually changes - this is important to recognize .
- It's also important to spend a bit of time thinking how I'm going to work.
- Time management is one of the main thing effecting how the process will progress.

Self Reported Use of Time, University Students



A? Aalto-yliopisto

YTHS national health survey

It doesn't have to be like this



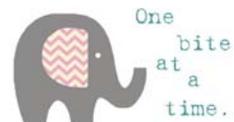
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Points to consider

- Make a plan
- Start with writing down "big" dates
- 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 your brain capacity on working - use calendars, notes, to-do-lists
- Consider where you work
- Consider when you work - what's your prime time?
- What is the best study method for **this project**



Points to consider

- Be constant - work from Monday to Friday (rule of thumb) - try to avoid days when you do nothing, because then it's more difficult to start on the next day.
- Remember to rest and do nice things☺
- Allow yourself a relaxed moment every day☺



- When you manage your time, you don't have to stress that much!

Stress is just an experience?



Mind Full, or Mindful?

Now we practice

- We start by filling in your weekly schedule
- We set goals and tasks for this week
- One goal should be related to the Master's Thesis.
- One goal should be related to relaxing
- Other goals should be related to all the other things going on this week e.g. studies / hobbies / personal life



The Psychology Service at Aalto University

- Counselling and support for learning, motivation, self-regulation, study skills, coping with stress and career choice.
- You can contact us by e-mail opintopsykologi@aalto.fi.
- Career coaching is psychological counselling, which gives careers support and employability support. The focus of career counselling is generally on issues such as career exploration, personal career development and other career-related challenges. You can contact career counselling psychologist by e-mail careercounselling@aalto.fi.



paula.sjoblom@aalto.fi



Manage Your Energy!



Schwartz and McCarthy (2007) Manage Your Energy,
Not Your Time. Harvard Business Review

PHYSICAL ENERGY

Enhance your sleep by setting an earlier bedtime and reducing alcohol use.

Reduce stress by engaging in cardiovascular activity at least three times a week and strength training at least once.

Eat small meals and light snacks every three hours.

Learn to notice signs of imminent energy flagging, including restlessness, yawning, hunger, and difficulty concentrating.

Take brief but regular breaks, away from your desk, at 90- to 120-minute intervals throughout the day.

EMOTIONAL ENERGY

Defuse negative emotions—irritability, impatience, anxiety, insecurity—through deep abdominal breathing.

Fuel positive emotions in yourself and others by regularly expressing appreciation to others in detailed, specific terms through notes, e-mails, calls, or conversations.

Look at upsetting situations through new lenses. Adopt a "reverse lens" to ask, "What would the other person in this conflict say, and how might he be right?" Use a "long lens" to ask, "How will I likely view this situation in six months?" Employ a "wide lens" to ask, "How can I grow and learn from this situation?"

MENTAL ENERGY

Reduce interruptions by performing high concentration tasks away from phones and e-mail.

Respond to voice mails and e-mails at designated times during the day.

Every night, identify the most important challenge for the next day. Then make it your first priority when you arrive at work in the morning.

SPIRITUAL ENERGY

Identify your "sweet spot" activities—those that give you feelings of effectiveness, effortless absorption, and fulfillment. Find ways to do more of these. One executive who hated doing sales reports delegated them to someone who loved that activity.

Allocate time and energy to what you consider most important. For example, spend the last 20 minutes of your evening commute relaxing, so you can connect with your family once you're home.

Live your core values. For instance, if consideration is important to you but you're perpetually late for meetings, practice intentionally showing up five minutes early for meetings.



References

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