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Managing Time and Tasks

In order for students to effectively and efficiently manage their time and tasks, you will need to take some time to review your course resource documents (course syllabus, OWL site, UWO email address, etc.) to gather important information. As you collect this information and have a sense of the big picture of the course, you will then be able to drill down into the specifics. Below are our tips for managing your time and tasks.

1. Create a To-Do List

This to-do list should be a robust list of the assessments that you need to complete for each course. We recommend that you break down each larger tasks, into smaller, more manageable tasks. Whether you decide to create one list for all of your courses for the term, or one individual list for each course that you are taking, be sure to keep it in a safe place that you can review often.

2. Prioritize Your Tasks

From your to-do list, you can then prioritize your tasks. You can use a prioritization tool such as the Urgent/Important Matrix, also known as The Eisenhower Box to determine how urgent and important each task is. Due dates, time required to complete the task, and grade weighting will influence the priority of the task, as well.

3. Estimate the Time Needed

When managing your time effectively, it's helpful to estimate how much time each task will take to complete.

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4. Plan and Schedule

Once you have identified your tasks, prioritized them, and have an idea about how long each task will take to complete, then you can place them in your agenda or Microsoft To-Do (or another app that you use to plan your days and schedule your time). There are resources on www.learning.uwo.ca that you can access. Remember, the number of tasks you hope to achieve each day needs to be realistic. Your plan and schedule should be flexible as well, so that if a task isn't completed, then it can move to the next day.

5. Celebrate Your Wins

Be sure to include non-academic tasks in your schedule. Wellness and wellbeing require positive sleep hygiene, nourishing meals, moving your body, and getting outside. It is also important to include social time with family and friends. This is essential for wellbeing but could serve as a celebration. Enjoy intentional downtime and connecting with others, rather than getting lost in the rabbit hole of social media or YouTube videos.

6. Technology: Help or Hinder?

There are many apps that will help you focus, stay on task, and create a productive workspace. We are not promoting one app over another or suggesting that students have to pay for apps if they don't want to, but these are a few options.
- Pomodoros
  - Using a stopwatch or timer
  - Be Focused
  - Focus To-Do
  - Forest
  - Focus Keeper
- Internet blockers
  - FocusMe
  - Cold Turkey
  - Rescue Time
- Sound for a productive workspace
  - Spotify playlists
  - Coffitivity
  - Noisli
  - Rainy Mood