

May 26, 2020

Mastering Time-Management in An Online World

Dear OLTC School Community:

Time is one of the most important resources we have. First and foremost, because we only have a fixed number of hours in a day, days in a week, weeks in a month, and months in a year. Everything we ever hope to do or accomplish will incorporate a certain amount of time. Something that is especially relevant to those of us involved in learning how to balance our time within this ever-changing and expanding online world.

While we are all likely aware of the term “time-management,” it is vital for us to fully understand how we may integrate it into our online experience. It may seem like a small point, but properly managing our time online will allow us to gain the most out of this time spent away from our regular routines. Over the next few weeks, continuing to work together in discovering productive ways to best manage our time will be a tremendous asset in supporting each other and establishing effective strategies and techniques.

Considering concepts such as persistence, dedication, and motivation, as well as maintaining schedules and structure will be crucial parts of our online journey. Furthermore, demonstrating self-regulation in how we manage our time online will help us to make the decisions that are in our best interest. The better organized we are, the easier it will become to think ahead, plan for contingencies, prepare thoroughly, and focus on the results we are looking to achieve.

Quite simply, finding and implementing the time-management tactics that work best for us will be extremely beneficial in our growth throughout this process. In doing so, it will result in better choices and greater outcomes.

In brainstorming effective time-management strategies with your families, please feel free to explore the attached link:

“Homeschooling 101: Time-Management”

<https://www.confessionsofahomeschooler.com/blog/2014/09/homeschooling-101-time-management.html>

In addition, below are some helpful time-management strategy suggestions.

Stay safe.

Kindest Regards,

Ms. Pirozzi, M.S.Ed.
School Counselor

101 Time Management & Time Saver Strategies

1. Clarify your values
2. Set goals based on your values
3. Develop action plans based on goals
4. Record and evaluate how you spend your time
5. Ensure that daily, weekly & term goals are congruent with your values
6. Combine activities
7. Watch out for the time wasters
8. Have little tasks at hand
9. Be flexible
10. Review lecture notes soon after your lecture
11. Review lecture notes throughout the term
12. Don't rely on cramming for exams
13. Spread memory work out over the term
14. Remember - work expands to fill time available
15. 20% of what you do yields 80% of the results
16. 80% of what you do yields 20% of the results
17. Let your subconscious work for you - start papers and creative work early
18. Have a note pad at all times
19. Take learning skill workshops
20. Have a purpose for everything you do
21. Define your objectives
22. Set priorities
23. Plan
24. Write down daily goals in order of priority
25. Set goals that are specific
26. Set goals that are measurable
27. Set goals that are acceptable to you
28. Set goals that are realistic
29. Set goals that include a specified time frame for completion
30. Make "To Do" lists
31. Work on top priorities
32. Break down big tasks into short projects
33. Do the hard tasks first
34. Eliminate tasks you do not have to do yourself
35. Complete one task before starting another
36. Delegate
37. Allow enough time for each task
38. Allow extra time for the unexpected
39. Avoid busyness
40. Allow time for family, friends and yourself
41. Use calendars: term, week, daily
42. Set deadlines
43. Consolidate discretionary time in blocks
44. Do creative work where you will not be disturbed
45. Communicate clearly the first time
46. Get feedback on your communications
47. Do not over schedule
48. Know your limitations
49. Use the telephone or email
50. Group phone calls, emails together
51. Return calls at a fixed time
52. Keep time filler tasks by the phone
53. Keep a clean desk
54. Do not waste other people's time
55. Plan meetings
56. Direct meetings purposefully
57. Start meetings on time
58. Keep meetings on agenda
59. Time limit agenda items
60. End meetings on time
61. Handle mail once
62. Throw out what you will not read
63. Use a tickler system to remind you of due dates
64. Let your secretary handle appointments
65. Fix hours for appointments
66. Go to the other person's room or office
67. Meet outside of your office
68. Block interruptions of appointments
69. Do not trust your memory - write it down
70. Develop a good file system
71. Let someone hold you accountable
72. Get exercise
73. Schedule in more fun
74. Take a day off each week
75. Learn to say "NO" more often
76. Take time to nurture your spirituality
77. Remember, today may be your last day
78. Take your time
79. Accept responsibility for your time
80. Strive for a balanced life
81. Use the little windows of time
82. Group related tasks
83. Use your peak times wisely
84. Avoid procrastinating
85. Plan tasks before starting them
86. Nurture self-discipline & gratification delay
87. Nurture your concentration ability
88. Learn memory enhancement techniques
89. Develop a procedure manual for future reference
90. Learn from failures & mistakes, then forget them
91. Review long and short-term goals often
92. Eliminate tasks not related to your goals
93. Eliminate tasks that interfere with balance
94. Reward yourself for effective time management
95. Use post-it notes!
96. Use your day-timer
97. Give yourself time to relax each day
98. Plan ahead to ward off typical distractions
99. Learn to make decisions
100. Wherever you go, there you are, therefore, be all there
101. When you finish something, add it to your "to do" list, then cross it off - it looks good and feels great!

TIME MANAGEMENT

A 
CLARITY
MOTIVATION
APPRECIATION
SIMPLIFICATION

EFFECTIVENESS
ACTION PLANS
PRIORITIES
GOALS
DIARIES
MEETINGS

MINDTOOLS
SPEEDREADING
MINDMAPS
FASTER
SMARTER
BETTER
URGENT VS. IMPORTANT
WASTAGE

DELEGATION
TO-DO OR NOT TO-DO
CAREER
LIFE
COMFORT ZONES
GUIDANCE
TEAMWORK
TRUST

WORK-LIFE BALANCE
WELLBEING

LET GO
FEARLESS
EXCEED EXPECTATIONS
TRANSCEND LIMITS
CONFIDENCE

SUPERVISE
HELP
ENCOURAGE
DISCRETION
L + H = ✓

CHOICES
DECISIONS
BIG
SMALL
DE-CLUTTER
SLOW DOWN TO SPEED UP
BREAKS

BIG PICTURE
CHUNKING
BITE-SIZED
MULTI-TASKING
DIVERSIFY

5W1H
WHO
WHAT
WHERE
WHEN
WHY
HOW

ERGONOMIC
USER-FRIENDLY
EFFICIENT
VALUE-ADDED
POSITIVE

MONITORING
PROGRESS
FOLLOW-UP
BALANCE
NEGOTIATION

COMMUNICATION
FEEDBACK
SUPPORT
PRAISE
REVIEW
CORRECTION
IMPROVE

KEY ISSUES
METHODS
CHECK POINTS
DEADLINES

SMART
SPECIFIC
MEASURABLE
ATTAINABLE
RELEVANT
TIME-BOUND

