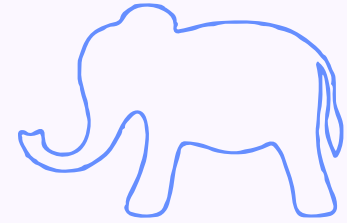


Making Time Meaningful

How does one go about eating an elephant?
You eat it one bite at a time.

Bishop Desmond Tutu in "I AM"
(Shadyac, 2011)



EATING THE TIME ELEPHANT - Managing life events, one bite at a time.

UNDERSTAND your definition and relationship to time and productivity. Then, make time meaningful to *you* by understanding your needs in relation to the needs of others.

KNOW YOURSELF and take inventory of how you spend your time, then prioritize events that are meaningful to you.

SIMPLIFY your to do list and break it down into "chewable bites".

LIST IT, PRIORITIZE IT, ASSIGN IT a time and due date. Make it visual, visible, accessible, and personal!

DO THE MOST IMPORTANT task FIRST, even though it may not necessarily be the most urgent task.

FIND YOUR OPTIMUM work or study space, time & kind of motivation. Then create the conditions for them to exist (whenever possible and the circumstances allow).

WHAT TOOLS WORK FOR YOU? Search them out and USE them.

YOU ARE NOT ALONE Lean on your support network when needed.

CREATE BALANCE by listening to your body's cues. Fuel your body, your mind and your soul with hobbies, people, and activities that nourish you.

DETERMINE YOUR DISTRACTIONS Could they be re-framed and included into your time plan of action?

KNOW YOURSELF AND THE STRATEGIES THAT WILL WORK BEST FOR YOU!

Useful Links

Websites

8 Time Management Tips for Students. (2022, October 14). Harvard Summer School. <https://summer.harvard.edu/blog/8-time-management-tips-for-students/>

78 Work Organization Tools To Improve Your Productivity. (n.d.). Indeed Career Guide. Retrieved January 5, 2023, from <https://www.indeed.com/career-advice/career-development/work-organization-tools>

Balance your technology usage | Digital Wellbeing | Google. (n.d.). Google Digital Wellbeing. Retrieved December 20, 2022, from <https://wellbeing.google/get-started/focus-your-time-with-tech/>

Chapman, S. W., Rupured, M., Price, R., & Carney, D. (2014). Time management: 10 strategies for better time management. University of Georgia Extension [Website]: <https://extension.uga.edu/publications/detail.html?number=C1042>

Some possible apps & platforms for organization and time management:

- Microsoft OneNote/Outlook
- Evernote
- Notion
- Google Docs/Calendar
- Pomodoro Timer and Flowtime Timer (Help with focus)
- Any *To Do* app that works for you and has a reminder alarm

