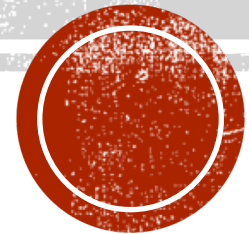


# TIME MANAGEMENT AND FOCUS

Dr. Sarah Tynen

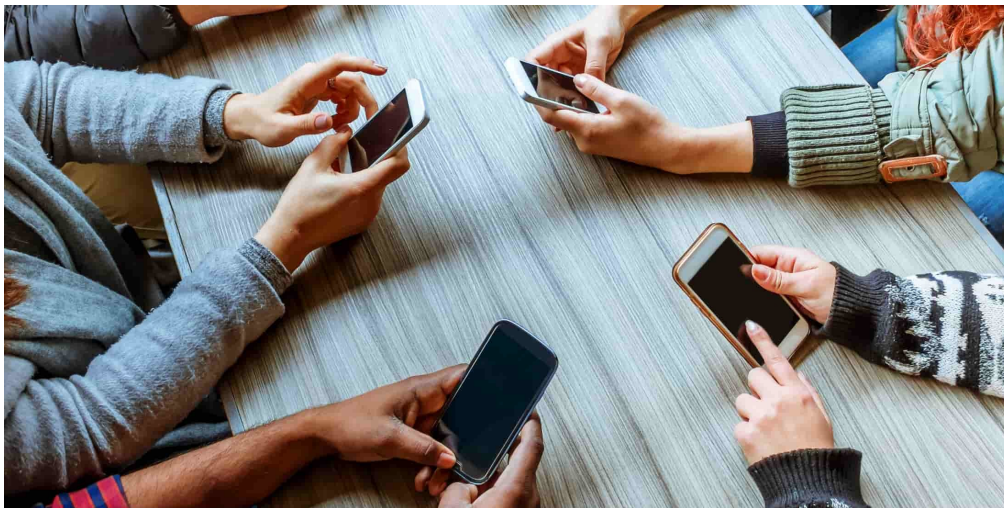
The Graduate School

CU Boulder



# PUT DOWN YOUR PHONE

- Boredom is the mother of creativity!
- Think about a problem you need to solve. Go and watch a pot of water boil. See if any solutions arise.



HOW TO

BREAK UP

WITH YOUR

PHONE

CATHERINE PRICE



# ESTABLISH YOUR SKELETON

- Food
- Water
- Sleep
- Exercise



# LESSON #1: KNOW YOURSELF

- Pay attention
- What doesn't work for you?
- What are you currently doing that you know works?
  - Continue doing that!
- Track your time: When are you actually working?
  - Record it!
- Use that data to better understand:
  - When are your peak work hours?
  - How long does it take to get certain tasks done?
  - What is your maximum number of work hours per day?



# FOCUS TIP #1

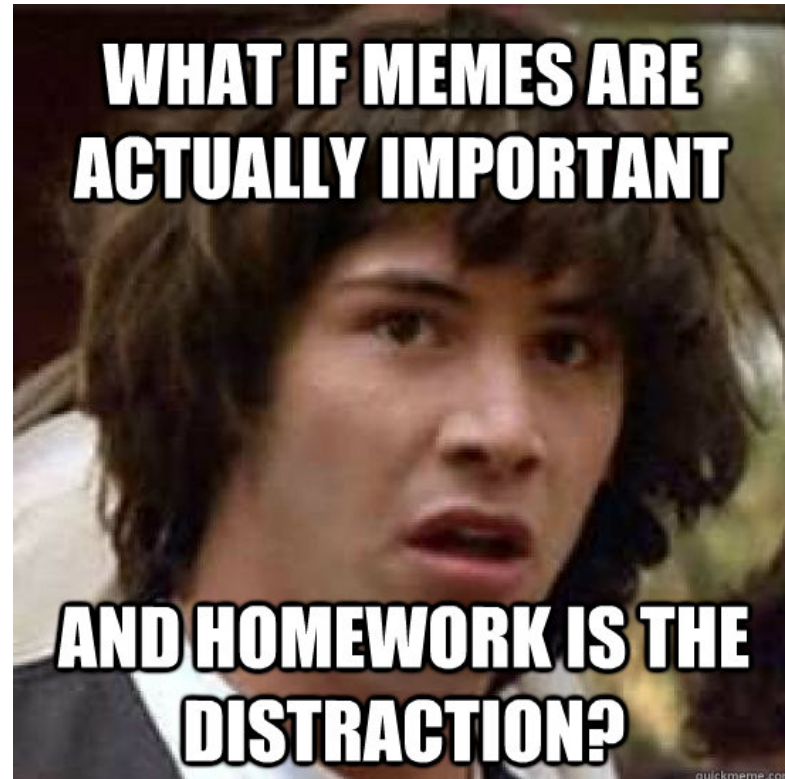
- Turn off your phone, email, and social media. Then:
- Write down your three most important tasks (MITs) for the day.
- Break everything down into manageable tasks and concrete actions. For example:
- Create a resume:
  - Find and read articles on best practices for resume building
  - Write down components of my resume: education, experience, skills
  - Find a style template
  - Create rough draft of my resume
  - Format resume
  - Search for a proofreader
  - Send it off to proofreaders to be edited





# FOCUS TIP #2

- Have a pen and blank post-it next to you to write down any other “to-do” tasks that come to your mind.



# FOCUS TIP #3

- Incorporate rewards
  - I get to check my phone when I finish this task!
  - I get to take a walk when I finish this task!
  - I get to close my eyes when I finish this task!
  - I will treat myself when I finish this task!



# READ MORE

- <https://www.colorado.edu/graduateschool/2019/09/12/tips-improving-focus>





# LESSON #2: FREEDOM VS STABILITY

- Most of us need some balance between variety and routine



# STRUCTURE

- **What is structure?** An agreement you make with yourself or other people about the time, place, **and/or** task you are going to accomplish.
- This will look very different for each person. We need different levels of **variety** when it comes to time, place, and task.
- Almost all of us need some sort of designation across time, place, OR task when it comes to getting our work done.
  - One task for the whole day, or change tasks every twenty minutes?
  - Designate the task and the place, but not the time.
  - Some people work with some structured time and some unstructured time, toggling back and forth between both



# EXAMPLE SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					



# ACTION PLAN

- List your three Most Important Tasks (MITs) for next week
- Identify the concrete actions needed to complete each MIT
- Identify **one** area where you would like to improve
- What goal and outcome do you want to see with improved focus?



# ACTION PLAN

- What is one habit you want to **stop** doing?
- What are two new strategies you want to **start** next week to help improve focus?
- What are some strategies you already enjoy that you want to **continue**?
- Where do you want to **arrive** after you incorporate these changes?



**QUESTIONS?**

