

# Does time seem to run away from you? At the end of your day or week are you left with uncompleted tasks?

Created by : Noemi Cerritos Gatto, Peer Coach

This activity is aimed to help you understand how to use your time more efficiently. There are 3 activities that are designed to build upon one another. Each section describes the activity and has a debrief section for you to reflect on the activity.

## Step 1: Time. What is it? What does time actually feel like?

Completing this minute challenge exercise will help you feel how fast or slow time passes.

You will need: A stopwatch and a chair.

1. Start by standing, then press start on stopwatch, and close your eyes.
2. Without opening your eyes, when you feel 1 minute has passed, sit down, and press stop on the stopwatch.

Debrief: What does the stopwatch say? Did you sit down before or after 1 minute?

This exercise can help you see what your concept of time is. Hopefully this helped you to understand what time can feel like and sometimes it feels a lot longer or shorter than it actually is. Knowing this can help you use your time more efficiently.

Now that you know how time can go by, how can you use it more efficiently?

Well... using the Eisenhower Matrix (a time management tool) with your knowledge of how fast or slow time feels will help to know what you can accomplish in your given time.

## Step 2: Decide What You Need to Complete!

1. Make a list of all your (academic, employment-related, personal: choose one category) tasks you need to accomplish within your chosen period of time (day, week, month)  
-Ex. Make a list of all your assignments that need to be completed this week.
2. Using the table from the Eisenhower Matrix sort the tasks you listed into the 4 categories:

Example:

	Urgent	Not Urgent
Important	<p><b>DO</b></p> <p><b>Urgent and important tasks that need to be done right away.</b></p> <ul style="list-style-type: none"> <li>• A crisis in the office</li> <li>• Pressing deadlines</li> </ul>	<p><b>Decide</b></p> <p><b>These tasks are important but not urgent.</b></p> <ul style="list-style-type: none"> <li>• Going to the gym</li> <li>• Time with family</li> </ul>
Not Important	<p><b>Delegate</b></p> <p><b>Urgent but not important tasks.</b></p> <ul style="list-style-type: none"> <li>• Scheduling meetings</li> <li>• Appointments</li> </ul>	<p><b>Delete</b></p> <p><b>Neither urgent nor important.</b></p> <ul style="list-style-type: none"> <li>• Personal phone calls</li> <li>• Social media</li> </ul>

Your Turn:

	Urgent	Not Urgent
Important		
Not Important		

Step 3: Complete those tasks!

1. Look at your Urgent/Important category
2. Select one of your tasks that can be completed within an hour  
-ex. Writing the first 3 pages of your paper (do not select a task like complete work shift)
3. Set a 25-30 minute timer & start to complete your task until the timer goes off
4. Take 5-10 minutes to have a little brain break. (stretch, get up, drink some water, eat a snack)
5. Then repeat steps 2-4 until your task is complete.

Step 4: Reflection

How do you feel? Do you feel accomplished? How does this activity help you understand time?  
How can you use this to more effectively manage your time and tasks?