

How to balance school, work, and life

Participant guide

Session description and outcomes

Feel like there aren't enough hours in the day to juggle your academic work, social life, and extracurricular activities? Join us in this one-hour workshop to explore time management strategies, prioritization, and self-care techniques. Find balance in your busy schedule so you can thrive academically and personally.

By the end of this session, you will have had a chance to:

- Recognize the importance of setting and organizing priorities
- Identify obstacles to productivity
- Apply strategies to effectively manage time

Activities

This workshop will involve opportunities to create and prioritize a to-do list, examine a case study for balance, and reflect on personal methods for focus.

Before the workshop, consider reflecting on your challenges with time management.

Your next steps

Consider how and when you will reflect on the various aspects of your life related to the wellness wheel.

Use a priorities matrix to identify what is important to you and plan for how to schedule it into your work.

Land acknowledgment

McGill is located on the unceded Indigenous lands of the Kanien'kehá:ka Nation, known as Tiohtià:ke/Montreal. The Kanien'kehá:ka, also known as the Keepers of the Eastern Door, are one of the nations that make up the Haudenosaunee Confederacy on Turtle Island/North America. Our presence on this land contributes to the dispossession and ongoing oppression of Indigenous peoples. Our goal is to promote learning and generate allyship with local Indigenous communities, by honouring and respecting the many nations removed from, as well as those still connected to this land. Consult [Native Land](#), McGill Indigenous Initiatives' [The Land and Peoples](#), and [Indigenous Education Resources](#) to learn more. Throughout the workshop we encourage you to consider how our conceptions of productivity, priorities, and "quality" work might be taken from a largely Western, colonial, capitalist context. While we hope this workshop will teach you how to more effectively manage your time, we also hope you consider different cultural, historical, and personal ways to make meaningful use of your time – ways that may go beyond what is typically expected by society.

Resources

Consult the [learning resources](#) created by Teaching and Learning Services, particularly these resources on [reading strategies](#).

Visit [Self-Directed Learning Guides](#) from Student Accessibility & Achievement.

Tools for managing time:

- [Assignment calculator](#)
- [Goblin tools](#)
- [Todoist](#)

- [Notion](#)
- [Forest](#)
- [Mural](#)
- [Motion \(AI\)](#)
- [Kanban flow](#)

References

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Contact information

For any questions about the workshop material or other related information, visit mcgill.ca/tls/students or email learning.tls@mcgill.ca.