

Skills for Time Management

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.

Session description and outcomes

Feel like there aren't enough hours in the day? In this workshop, you will learn strategies to organize your priorities, increase your productivity, and effectively manage your time.

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

Working definitions

Priority: What you rank as important

Productivity: Doing something right the first time

Organization: Structure that allows us to be productive with our priorities

States of Work:

- **Frustrated:** Hard to get out of bed
- **Forced:** Have to get work done
- **Flow:** High quality work comes easy and is enjoyable

Activities

This workshop will involve opportunities to share personal experiences with the group, a brainstorming session, small group discussion, and a group worksheet activity.

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

Your next steps

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

Write your SMART goal(s) for the upcoming term.

Space for your notes

Resources

Register for [SKILLS21](#), McGill's workshop-based skills development program for undergraduate students.

Consult the [learning resources](#) created by Teaching and Learning Services, particularly the page dedicated to [time management strategies](#).

Explore [Stay on Track](#), a peer-to-peer program that enhances undergraduate students' learning and wellness skills. Learn more about the three pathways available: reminders, coaching sessions, and study groups.

Visit [Learner Supports](#) from Student Accessibility & Achievement.

References

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Newport, C. (2016). *Deep work: Rules for focused success in a distracted world*. Grand Central Publishing.

Pink, D. (2018). *When: The scientific secret of perfect timing*. Riverhead Books.

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Contact information

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