

# IMPROVE YOUR TIME MANAGEMENT

This resource provides you with tips on ways to effectively manage your time, in order to improve both your productivity and performance.



## "5-MINUTE" TASK

Research shows that tasks are often delayed because our minds subconsciously rate them by value and difficulty. However, once you do start a task, your motivation actually increases.<sup>4</sup>

- ! **TIP:** When you find yourself procrastinating, try setting a timer to 5 minutes and work on that task during this time. Once the timer is up, you may notice that you want to keep going. If that is not the case, switch to another task or take a break and try again later.

## ONE THING AT A TIME

Contrary to popular belief, multitasking doesn't increase productivity. Attention is a limited resource, and research shows that even briefly doing more than one task at a time can cost as much as 40% of your productivity.<sup>1,7</sup>

- ! **TIP:** Assign time limits to tasks, so you can really focus your attention on only one task at a time.



## DECREASE DISTRACTIONS

Any distractions can derail your productivity, no matter how small. For example, research shows that repeated interruptions, even as short as 60 seconds, can significantly decrease the quality of students' essays.<sup>5,8</sup>

- ! **TIP:** Put your phone on "Do Not Disturb," and find a peaceful location to work without any distractions.

## BREAK IT DOWN

It can be difficult or overwhelming to start an assignment when the task is too large or abstract.<sup>3</sup>

- ! **TIP:** Break down any tasks or assignments regardless of how large or small into sub-tasks! Breaking down large abstract objectives into a smaller set of concrete tasks increases the likelihood of achieving your goals.





## GET SOME REST

Give yourself a break! Working nonstop may seem efficient, but can result in less productivity than if you had taken periods of rest in the first place. <sup>6,2</sup>

**!** **TIP:** Take breaks in between long study periods to stretch your legs. Even if it's just a quick 5-10 minute break, you will feel a lot more productive afterwards!

## USE SMART GOALS

Use SMART goals to keep yourself on track and motivated.

**!** **TIP:** SMART goals are a technique to make sure that your goals are specific, measurable, achievable, relevant and time based.

This tool can be really beneficial especially if you are feeling like you are constantly working, but never really getting anywhere.



## TIME MANAGEMENT AND PRODUCTIVITY APPS

Try out these apps to help you stay focused and organized!



**Todoist:** Helps you stay organized through task management. This free app can also be used for group projects where tasks can be assigned to group members.



**Forest - Stay Focused:** Helps you to stay off your phone and stay focused when you need to study.



**Google Calendar:** Helps you remember important meetings or events by sending automatic reminders.



**Habitica:** Helps you stay motivated and organized by gamifying your tasks.



**Blocksite-** Helps you stay focused and increase productivity by blocking off distraction.



**Ticktik-** Helps you stay organized through task management. This app provides a simple way to create to-do lists, set reminders, and create a schedule!



For a **complete list of references** check out the Reference List page at [www.engineeringresilience.ca](http://www.engineeringresilience.ca)

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