

Welcome!

Please get food, make a name tag, and sit with new people!

We will get started around 5:10

Effective Time Management: Calendar Use, Time Blocking, and Brain Dumping

Dan Moore!



Introductions

- Dr. Dan Moore (Dan) - He/Him/His
- Assistant Professor of Secondary Education
- Become a teacher! It's awesome :)
- I have three kiddos, Oliver, Benjamin, and Anderson

Connect with the people at your table group! Share name, role, one future goal, and something about your personal life.

Approaching Time Management Differently

1. We are finite beings with finite time!
2. We can't do everything.
3. Presence and attention are better and more effective than multitasking



Turn and talk: How do you feel when your cup is running over?

Time Management as Wellness

1. Setting aside time to focus on what is most important to you is wellness!
2. This workshop is **not** meant to teach you how:
 - a. To jam more tasks into your limited time
 - b. Become infinitely productive in your limited time
 - c. Reply to email more effectively
 - d. Meet everyone else's needs

This workshop is meant to help you set effective priorities in your own life, and then align your limited time to accomplish, or make progress toward, those priorities!

The Power of **No**

The first lesson in our workshop today is that **YOU CANNOT DO EVERYTHING**, what a relief!

Turn and Talk - How does it feel for you to say no? Think of one thing you've been asked to do lately, what was the cost of saying yes to that thing?

Learning Outcomes

Attendees will be able to:

- **Use their outlook calendar effectively.**
- Conduct a brain dump & identify the most important priorities for the week.
- Build their calendar to reflect their priorities.



Log into your calendar (The MSU one, friends)

- Outlook is MSU's official method of communication
- You should check your outlook email daily & use this calendar
- This is where your school events (such as advising appointment invitations) live

Outlook calendar! - Check Time Zone

1. **Click the cog** in the top right corner of the screen.
2. When the menu comes up, click **"General"**
3. Scroll to **"Time Zone"** and make sure it is set to **"(UTC-07:00) Mountain Time (US & Canada)"**
4. If it doesn't click **"Change"** and it will take you through the process.

Events in Outlook

When someone invites you to an event, you should RSVP in your calendar. This lets them know if you can come, if you cannot come, or if you aren't sure yet.



Please get more food :)

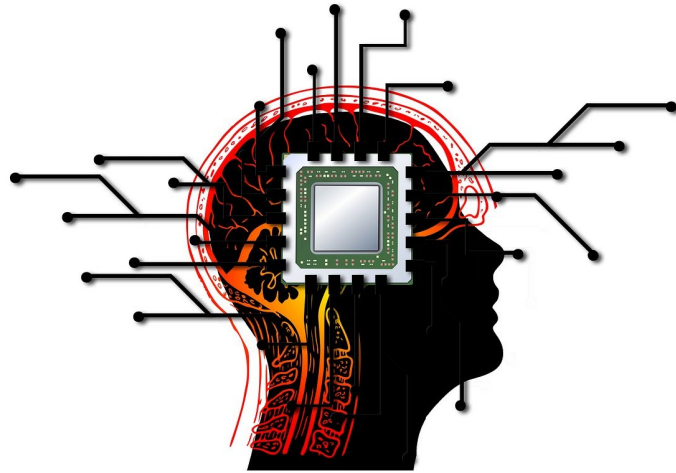
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Brain Dumping!

RAM vs. ROM - "RAM is volatile memory that temporarily stores the files you are working on. ROM is non-volatile memory that permanently stores instructions for your computer" (Micron Technology Inc., 2023).



Brain Dump (Give some credit)

This process comes from: <https://passionplanner.com/>

I've used Passion Planners to great success! (Finishing a M.Ed.; getting a Ph.D.) among other goals. – If you like working on paper, they have a downloadable section that is FREE – <https://passionplanner.com/collections/free-downloads>

Brain Dump - Process

1. Get a piece of paper and a writing utensil (Yes, analog works best here)
2. Set a 5 minute timer
3. Write as many tasks that you have to complete down as you can
 - a. This isn't just work / school stuff - Include EVERYTHING you can think of that takes a bit of your time



Brain Dump - Process

On a new sheet of paper (or word document)

Create three headings:

1. Most important
2. Moderate importance
3. Least importance

Migrate your brain dump list into these headings and get more specific:

“Homework” – “Write classroom management plan draft for EDS 3210” or
“Read for Class YYY” or “Complete Math practice problem set for YYY class”



Brain Dump - Process

Think about your life:

Set 1 or 2 goals that you hope to accomplish - write them down.

Review your list with headings - are the things under “Most Important” contributing to those goals? **If not, move them down** (unless they are life-sustaining).

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Building Your Calendar

Reopen your outlook calendar, put it in Week View and look at the week of 9/11.

Create blocks in your calendar that are the immovable things:

1. Class
2. Work Schedule
3. Time you are responsible for caretaking

Hot Tip If they are recurrent events, make them recurrent!

August 2023

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Add calendar

- dmooore72@msudenv...
 - Calendar
 - Show all
- dsmandsis@gmail.com
 - Calendar
 - Show all

Today	August 28 – September 1, 2023	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1
		100% Refund Deadline for Fall 2023 Full-Semester Cr Last Day to Self-Register for Fall 2023 Full-Semester				
7 AM	Yara Hours				Yara Hours	
8 AM	PT - peak performance			Yara Hours	Oli to Nephrology Daniel S Moore	Meet w/ AAZ
9 AM			Yara Hours	Ben OT STEP Therapy Pediatrics, 6535 S D	Oli to Nephrology Daniel S Moore	Yara Hours
10 AM	weekly fall Noyce team meeting https://us02web.zoom.us/j/87543 Janelle M Johnson		Oli Follow Up with Primary 15464 E Orchar		Writing Time	Writing Time
11 AM	JAAL Invitation Article Work		Writing Time	Triad 1 - KB Microsoft Teams Meet	Faculty Senate Update to Department	FI picks
12 PM	Writing block Microsoft Teams Meeting Daniel S Moore		NVIVO Meet	Meeting w/ Julien Daniel S I	Equity Council Meeting Auraria Library Room 130C Lisa M Altemueller	Family Engagement Research Meetings Microsoft Team Daniel S Moore
1 PM	Read Albany's Proposal & Other Thesis Info		J.C. Triad Me	Maya Microsoft	Review Student Assignments - Who am I?	Translanguagin FLC Fall 2023 - Meeting #2 Microsoft Team Caitlin Fine
2 PM	Plan for Tuesday / Pre-read		Nav: Melody Pe	Nav: Jamie Mor		
3 PM			EDS 3210 - WC 152	Triad Meeting - JA. Microsoft T		
4 PM				Writing Time	Liberty Mutual	
						Caitlin narrative

Be Realistic

- Build in the time you think a task will take and add 10% (at least)
- Consider deadlines (that may or may not be set by you)
- Don't forget commuting
- DON'T multitask
- It's okay if you don't get everything done

Build your Calendar

Once you've established what is immovable, plug your high priority tasks into what space is left

BE REALISTIC - If you are in class for 10 hours on Monday, is it realistic that you then do your Math Problem Set or write your Lab Report? /// If you work until 12 AM on Monday Night, is it realistic to wake up at 5:30 AM to run? /// If you are watching your kiddo on Saturday mornings, is it realistic to try to get your [insert something here] done (also don't multitask)?

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				Liberty Mutual		

Review your Calendar Daily!

- If you have a task built into your calendar, do it!
- If a new, higher priority task arises, bump something, don't try to do both.
 - As you bump things, let them go. If you've bumped a task 3 times, it's not important, don't do it.

Lawn work example!

Brain dump weekly

I try (but often fail) to do this process weekly.

I do use it in earnest during high demand times (beginning and end of semester).

Once you've built a flow, you'll probably have to dump less often.



Learning Outcomes

Attendees will be able to:

- Use their outlook calendar effectively.
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Exit ticket!

Turn and talk - “My most important takeaway from today’s workshop is....”

On the notecard, write your partner’s response :)

Thank you!!!