What are SHL workshops?

- Studenthublive is non modular and focuses on study skills relevant to higher education
- This means all sessions are skills based and are not subject based. We cannot provide subject/ faculty related sessions
- SHL workshops do not take the place of tutorials provided by your modules
- All events are always advertised on our website along with studenthome news, social media channels and careers sources
- All events are bookable; workshops do fill up as they are popular

Online workshop basics

student hub live

- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments during the live session.

- All online sessions are recorded and available to view on catch up on a public facing website.

- Slides are available to download during the session and from https://studenthublive.open.ac.uk/content/managing-your-time-better-09-jan-2024.

Today's workshop

- This is going to be a structured workshop covering some of the basics about how to manage time when studying at the OU

- We'll give some tutor advice about strategies for help you not to fall behind and give some suggestions about how to get back on track if you do

- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

- You'll get the chance to discuss with others in a small group / or alternative discussion activity (dependent on numbers)

Please be aware

- These sessions are large scale
- They are very busy
- There is lots of interaction
- They are not the same as other tutorials
- You can maximise slides on your own screen by clicking the icon

Inclusivity

- We welcome all students at our workshops.
- Please do be aware that they can be very busy and some students may struggle with the non scripted nature.
- Slides are available to download within the live session and from the event page on the studenthublive website at https://studenthublive.open.ac.uk/content/managing-your-time-better-09-jan-2024 to follow along or prepare for what will come up.

Please

- Do NOT share any personal information in the chat pod during the session.

- On the recording names will be anonymised to user number.

- However, if you type anyone's full name or any other personal information in the chat pod it can be seen by everybody and it would also show up on the recording so we would not be able to make the recording available after the session.

What do you want to learn?

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Using the short answer poll provided please say what you are hoping to learn from today's session

(If you are on a mobile device remember you need to tap into the polling option)

To come back to these slides after completing a poll click on the share pod slides icon

Managing your time better

Session description

- Managing time well is a challenge for most people. Come join us on this popular SHL workshop, where you'll learn techniques and frameworks to help you plan and manage your workload more effectively. You'll also have the opportunity to share your own strategies and learn from your fellow students too!

Planning considerations

First thoughts poll

Which of the following do you normally use to keep track of things you are doing in everyday life? Please select any that apply:

- Diary
- Wall calendar
- Online calendar
- App for tasks
- Sticky notes
- No specific method – I am good at remembering ☺
- No specific method – I always forget things ☹

Study management tips

- Use some form of visible calendar and active reminders

- If possible print out your module calendar and stick it up somewhere obvious so you can see it

- Study calendar often in Module > resources or week 0/1

- The online module planner is great but won't actively remind you of anything (dates will show up but you have to look)

Recommended apps

- Does anyone have any useful apps that they would like to share the names of with others?

- Please share any names in the chat pod with a bit about why they are useful.

- Hopefully there will be some useful ideas to share ☺

Time management resources

- https://help.open.ac.uk/time-management-skills
- There are lots of resources available for time management
- Be realistic and balance what you want to achieve
- Balance time available, effort needed and eventual outcome

Planning time

- Sometimes planning will help save time, other times just getting on will be the most efficient option.

- This means if you spend several hours crafting a lovely coloured time plan each week those hours are not available for actual study.

- Some people lose time being inefficient if they haven't planned what they need to do, and prioritised.

Planning poll

- Some people do not like planning and like 'just doing'.
- Are you more of a:
    - Planner
    - Just doer

Time management tools

Showcase of examples available

Tools available

- Showcase of the different options including activity template for week, hour by hour planner, Gantt chart broad allocation per activity, student example of a detailed planner

(if too small remember you can make the slides full size on your own screen or refer to a downloaded copy of the slides later)

General weekly plan example

https://help.open.ac.uk/time-management-skills/planning-prioritising

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ACTIVITY TEMPLATE

Activities	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Weekly Total*
Work Hours								
Travel								
Family Time								
Socialising								
Housework/ Gardening/ Chores								
Shopping								
Exercise/Health								
Eating								
Sleeping								
Total								
Time Available for Study								

[*] 24 hours each day, 7 days a week - maximum weekly total is 168 hours

Hour and day planner

Time Management Activity

Key Sleep   get ready   at work   travelling
         Childcare   Gym/hobbies   household   eat/relax

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							

Gantt style chart

- Eg https://www.gantt.com/

Detailed weekly task planner

B100	✓	Study w/c	Description	✓	Tutorial - Where	Date	✓	TMA	✓	Date Due	Mark	Notes
-4	✓	08/09/2018										Module Opens (12/9)
-3	✓	15/09/2018										
-2	✓	22/09/2018										
-1	✓	29/09/2018	Module Guide	✓								Freshers (29/9)
1	✓	06/10/2018	Block 1 - Introduction	✓	Online - Tues - 1	09/10/2018	✓					Module Starts (6/10)
2	✓	13/10/2018	Block 1 - Continued	✓	Glasgow - Sat - 1&2	13/10/2018	✓					
3	✓	20/10/2018	Block 1 - Continued	✓	Online - Sun - TMA	21/10/2018	✓					
4	✓	27/10/2018	Block 1 - Continued & TMA Week	✓				TMA01	✓	01/11/2018	77%	25/10/2018
5	✓	03/11/2018	Block 2 - Working in Organisations	✓								
6	✓	10/11/2018	Block 2 - Continued	✓	Online - Fri - 2	16/11/2018	✓					
7	✓	17/11/2018	Block 2 - Continued	✓	Online - Fri - TMA	23/11/2018	✓					
8	✓	24/11/2018	Block 2 - Continued & TMA Week	✓				TMA02	✓	29/11/2018	72%	25/11/2018
9	✓	01/12/2018	Block 3 - Accounting & Business Finance	✓								
10	✓	08/12/2018	Block 3 - Continued	✓	Glasgow - Sat - 3	08/12/2018	✓					
11	✓	15/12/2018	Block 3 - Continued	✓	Online - Fri - 3/1	14/12/2018	✓					
	✓	22/12/2018	Break	✓	Online - Mon - 3/2	17/12/2018	✓					
	✓	29/12/2018	Break	✓								
12	✓	05/01/2019	Block 3 - Continued	✓	Online - Fri - TMA	11/01/2019	✓					
13	✓	12/01/2019	TMA Week	✓				TMA03	✓	17/01/2019		12/01/2019
14		19/01/2019	Block 4 - Marketing									
15		26/01/2019	Block 4 - Continued									
16		02/02/2019	Block 4 - Continued									
17		09/02/2019	Block 5 - The Economic & Political Context		Glasgow - Sat - 4&5	09/02/2019						
18		16/02/2019	Block 5 - Continued		Online - Sun - 4	10/02/2019						
19		23/02/2019	Block 5 - Continued									
20		02/03/2019	Block 5 - Continued		Online - Fri - 5	08/03/2019						
21		09/03/2019	TMA Prep		Online - Mon - TMA	11/03/2019						
22		16/03/2019	TMA Week					TMA04		21/03/2019		
23		23/03/2019	Block 6 - Business Ethics									
24		30/03/2019	Block 6 - Continued									
25		06/04/2019	Block 6 - Continued									
26		13/04/2019	Block 7 - The Global Context		Glasgow - Sat - 6&7	13/04/2019						
		20/04/2019	Break		Online - Thu - 6	18/04/2019						
27		27/04/2019	Block 7 - Continued									
28		04/05/2019	Block 7 - Continued		Online - Wed - 7	08/05/2019						
29		11/05/2019	Block 7 - Continued		Online - Wed - TMA	15/05/2019						
30		18/05/2019	TMA Prep									

Poll time

Please indicate which of these you think might be something you would try:
- Weekly activity planner
- Day and hour planner
- Gantt style (time allocation) chart
- Detailed weekly planner

Please use the chat to give any further information about the tools and your thoughts

Prioritising activities

Setting priorities

How good would you say you are at setting (and keeping to) priorities in general?

- Great
- Good
- OK
- Not so good
- Always get distracted by fun things!

Foursquare grid

- https://help.open.ac.uk/time-management-skills/planning-prioritising

Four-square grid

Write down your tasks within this grid. First do the things that are both urgent AND important!

	Important	Unimportant
Urgent		
Not urgent		

Strategies

- Little and often is better
- Trying to study for 3 hours without a break will often be counterproductive and you will probably end up tired and fed up with it all!
- Factor in breaks
- Reward yourself for successful study
- Find out what time chunks work for you – don't be afraid to experiment

Time challenges

Things that can disrupt

Impacts on study time

- Can you think of anything that might affect your ability to study when and for as long as initially planned? Please use the short answer polling pod to give your suggestions

My ideas

- Illness – yours or dependants
- Extra paid work to do
- Family issues e.g. children's exams, attending school trip…
- Technical issues e.g. broadband down / computer breaks / house flooded…

OU Support

- Disability support team
- Student support team
- Mental health support and well being https://help.open.ac.uk/mental-health-support
- Carer network & declare caring responsibilities

Foreseeing 1...

Foreseeing 2…

- Obviously no one can foresee the future BUT some things can be planned for and therefore shouldn't disrupt your study plans unexpectedly

- Planned holidays are not unexpected

- Religious festivals such as Diwali, Christmas, Eid and Hanukah are not unexpected so you need to plan for them if you will have time off

Be prepared

- Modules do give the expected study time needed each week – it is strongly recommended that at least that amount of time is available.

- It is always better to over plan to begin with than expect everything to magically work and then get stressed.

Contingency time

- Contingency time is built into the initial study calendar which allows for time if something crops up.

- If there is no contingency time it is very easy to get behind.

- If something doesn't crop up then it can be used to get ahead or have a bit of a break!

When time runs out...

- Look at what is most important and focus on that

- Prioritise the tasks according to what you will gain marks for or need for professional development

- If something unexpected and unavoidable occurs then you may be permitted an extension on a TMA deadline (NOT ICMA / EMA) so talk to your tutor but extensions are never automatic

Discussion activity

- Discuss as a group your best tips on how to manage time effectively
- Please bring back a few points that you can share with the rest of the group
- We can then try and discuss some of the common points
- You do not have to speak on mic if you don't want to but please do interact with your group using the chat option

Useful points for breakouts

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- We suggest you use the first couple of minutes to introduce yourselves and get used to the room. Choose a volunteer to keep the discussion on track and feed back to the main room

- Once in the room and you see the option available if you want to speak you will need to activate your microphone

- Breakout groups work best if people engage and contribute and discuss

- There will be ~10 minutes for the breakouts overall – we'll send regular reminders to let you know how long you have got left

Breakout activity

student hub live

- Discuss as a group your best tips on how to manage time effectively.

- Please bring back a few points that you can share with the rest of the group.

- You do not have to speak on mic if you don't want to but please do interact with your group using the chat option.
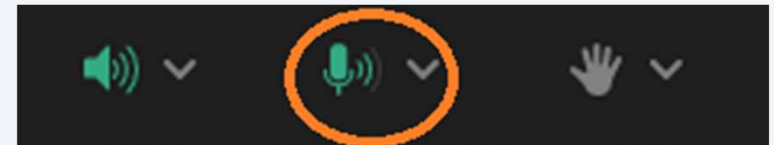
This session is currently in breakouts (small groups).

If you are only just arriving in this room then unfortunately you have missed the main session. The recording which will be available after the event.

- What can people share from what they learnt in their groups?

Alternative discussion activity

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- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.

- I manage my time well when….

- I could manage my time better if I…

- You are welcome to add your thoughts and I will then pick up some of the themes and talk through them.

- Chat does have names on but the recording will be anonymised so you will appear as 'user number'

Take home message

- Time management works best if you prepare well and are realistic about the time you have available and what you can personally get done

- Think about what is important to you and what you hope to achieve

- Short term pain – long term gain

Feedback

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Please complete the feedback form that is available at
https://forms.office.com/e/n6LFRkhVeP

This is immensely valuable to provide information on how studenthublive is beneficial to students as well as to help us plan our future programme

(Please remember that as studenthublive is non modular we cannot provide subject based sessions- sorry!)

Upcoming events

- **18 Jan   11am   Wellbeing for students live broadcast**
- 23 Jan   11am   Effective academic communication
- 31 Jan   11am   Neurodiverse community – progressing effectively
- 13 Feb   7pm   Introduction to essay planning (Beginners)
- 15 Feb   7pm   Developing your essay planning (Intermediate)
- 20 Feb   11am   Tackling procrastination successfully
- 28 Feb   7pm   Introduction to essay writing (Beginners)

For more information on all past and upcoming events, go to http://studenthublive.open.ac.uk/