

# student hub live is the OU's live online interactive platform to support academic community



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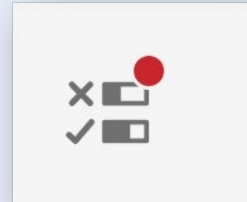
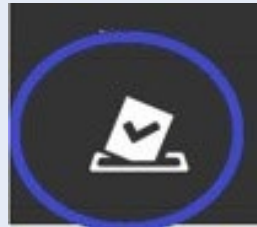
# Online workshop basics



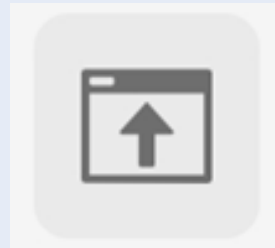
- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments during the live session.
- All online sessions are recorded and available to view on catch up on a public facing website.
- Slides are available to download during the session(*may not be accessible on some mobile devices*) and from <http://studenthublive.open.ac.uk/>.

# Mobile users

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



Chat pod icon



# Today's workshop

- This is a structured workshop to help you think about your time management
- We'll give you some ideas for techniques and invite you to share your own tips
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session
- We can not give module or subject specific advice

## 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 (this will hide the chat)



# 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 24 hours ahead of every session 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

# Initial poll

What is your main reason for coming along to this session? Please choose the option that fits for you today:

- Study skills for current module(s)
- Study skills for future module (s)
- Connecting with other students
- Gain new ideas
- Responding to recommendation from tutor
- Curious about what studenthublive is



# Managing your time better



## This was our advert...

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!

# First thoughts word cloud

- Using the option to type in where it says enter word here
- WHAT TECHNIQUE DO YOU USE FOR MANAGING YOUR TIME?
- Note that these need to be single words rather than phrases, if you press the space button your first word will go through
- Use hyphens to connect words but keep it short

# Some of our ideas

- Chaos
- Diary
- Post-its physical
- Post-its online
- To do lists
- Excel spreadsheet

# OU help

- Module calendar
- Your tutor
- SONCUL – use other university libraries
- OU help Centre
- Open learn courses

[https://www.sconul.ac.uk/sconul-access?usertype=63%2C50&field\\_accepted\\_bands\\_tid=63%2C64%2C65%2C66%2C1572](https://www.sconul.ac.uk/sconul-access?usertype=63%2C50&field_accepted_bands_tid=63%2C64%2C65%2C66%2C1572)

<https://help.open.ac.uk/time-management-skills>

<https://www.open.edu/openlearn/mod/oucontent/view.php?id=28143&section=4.1>

<https://www.open.edu/openlearn/health-sports-psychology/mental-health/time-management-and-study>

<https://www.open.edu/openlearn/education-development/university-ready/organisation-and-time-management-academic-study-skills>

<https://www.open.edu/openlearn/education-development/ten-tips-students-starting-university>

<https://www.open.edu/openlearn/local/ocwglobalsearch/search.php?q=becoming%20ou%20student>

# Poll pod

- How can other people help you to find time?

# Other people

- Sit with you
- Keep quiet
- Respect your study time
- Help with your care responsibilities
- OU study with me facebook (discord)
- <https://www.facebook.com/groups/845643519504519>
- Study with me youtube videos
- Forest <https://www.forestapp.cc/>

# Motivation poll

- What helps to motivate you?



# Towards and Away from



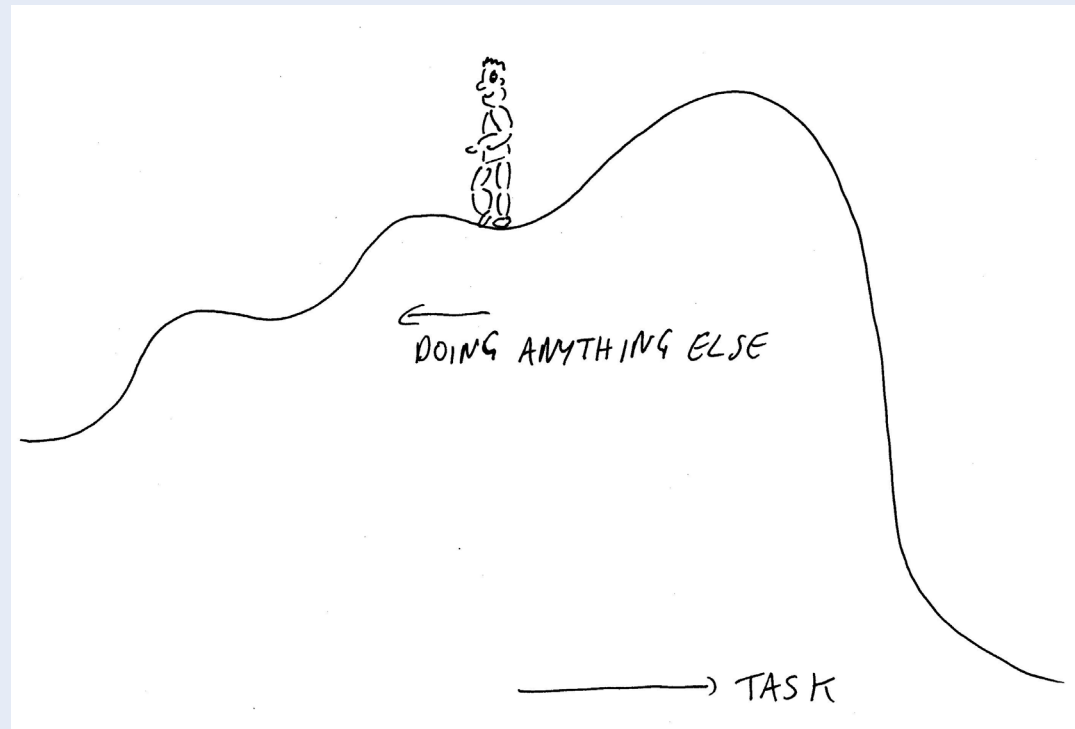
# Resistance

- Procrastination
- Doing minor and unimportant tasks
- Easily distracted
- Attention spread out
- Mild anxiety leading to increased stress
- Emergencies
- Reluctance to delegate



# Resistance

- Avoiding task increases resistance
- Starting will decrease resistance
- If the resistance is greater than available cativaiton energy it's almost impossible to begin
- At this point only possible to do the task if penalty for not doing it is greater than the pain of doing it



# Resistance

- Do the task with the greatest resistance first.
- Divide tasks into smaller parts.
- Either increase the pain of not doing it or.
- Decrease the resistance with a reward for starting.
- Set up good routines so that any regular high resistance tasks are done automatically.
- Imagine the task completed and the feeling of completion.
- I can do anything for 5 minutes



# Controlling your environment

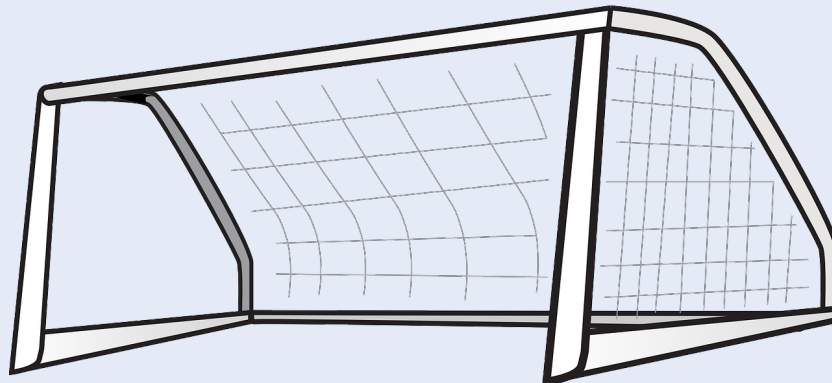
- What can you do to control your environment?

# Ideas for your environment

- No entry sign
- Calendar for others to see
- Phone off (or controlled)
- No social media
- No games
- Declutter
- Have organised filing systems both physical and computer
- Back up data

# Goals

- **SMART**
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-Bound
- **CAN DO**
  - Control
  - Achievable
  - Necessary
  - Defined
  - On schedule



## Goal poll

- If you wish to share- what's your main reason for studying with the OU.



# Time management tools

- Closed do to list
  - To do list with a limited number of spaces that you can't add to
  - You choose the number between 3 and 10
  - For more tasks you have to start a new list
- Enables a sense of completion

# SWEET

- Stop Working on Everything Else Time
  - What date and time does the task have to be finished?
  - Work backwards to time you have to start
  - Factor in the rest of you life
  - Add time for checking



# Prioritise

|                      | <b>Not Urgent</b>                    | <b>Urgent</b>          |
|----------------------|--------------------------------------|------------------------|
| <b>Important</b>     | Moving you forward                   | Crisis                 |
| <b>Not important</b> | Why?<br>Or regular maintenance tasks | Delegate or do quickly |



# Time planner

## Time planner

Weekly CAN DO goal

.....

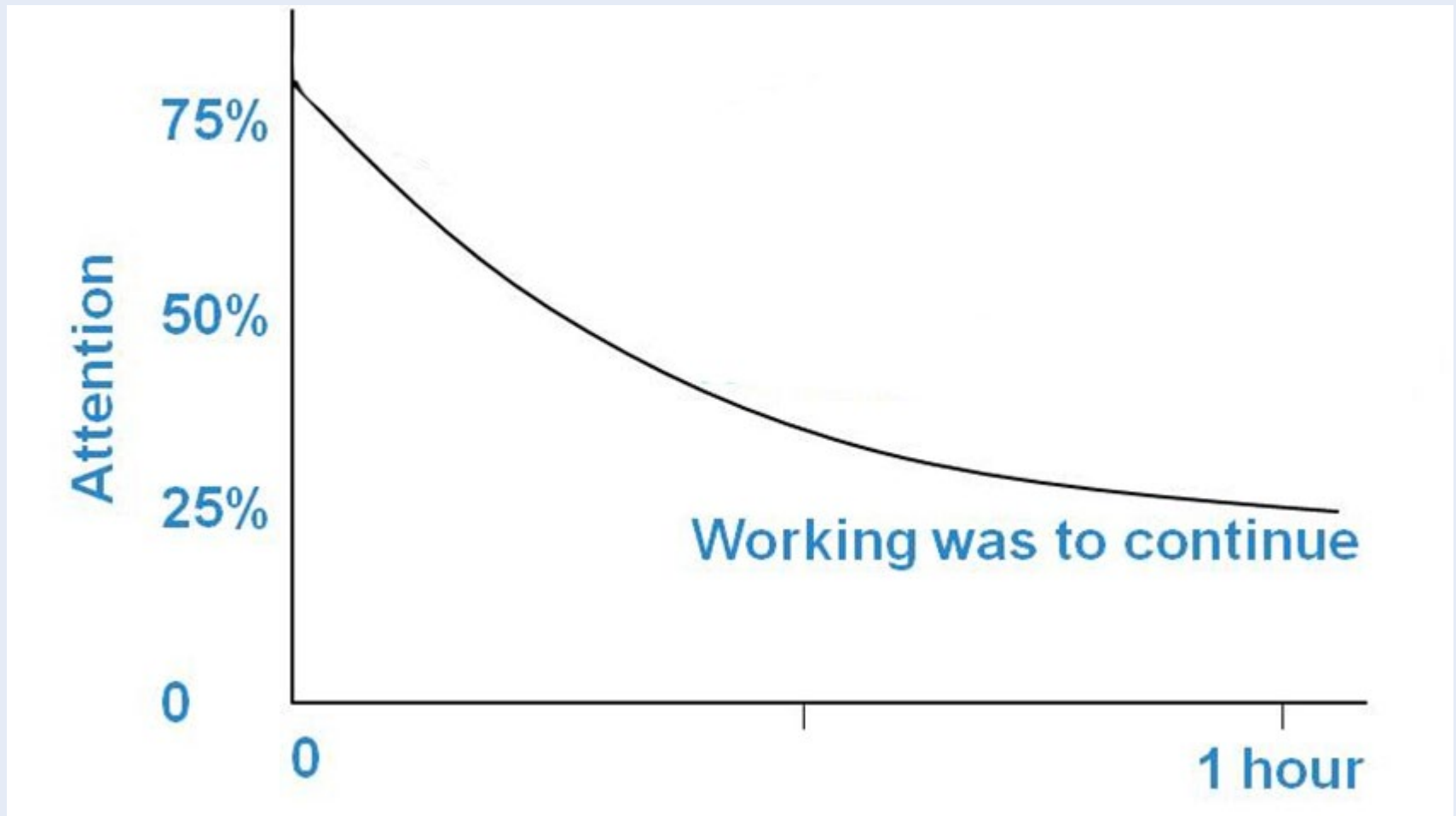
Key Work Travel Family Socialising Housework  
Exercise Eating Sleeping Study

|         | Mon | Tues | Weds | Thurs | Fri | Sat | Sun |
|---------|-----|------|------|-------|-----|-----|-----|
| 6 am    |     |      |      |       |     |     |     |
| 6.30 am |     |      |      |       |     |     |     |
| 7 am    |     |      |      |       |     |     |     |
| 7.30 am |     |      |      |       |     |     |     |
| 8 am    |     |      |      |       |     |     |     |
| 8.30 am |     |      |      |       |     |     |     |
| 9 am    |     |      |      |       |     |     |     |
| 9.30 am |     |      |      |       |     |     |     |

All the way back to 5.30am

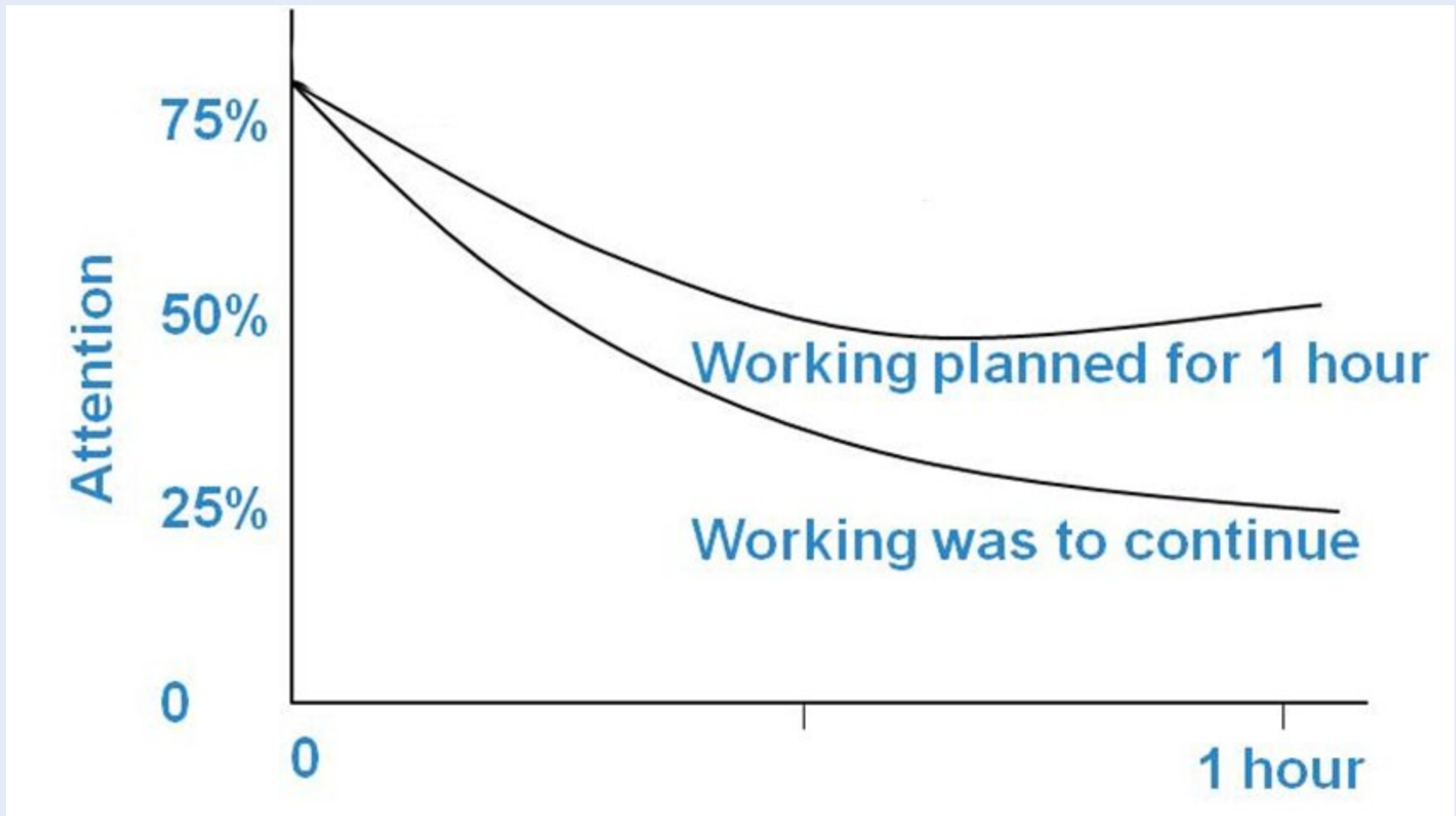


# Breaking work up (Pomodoro)



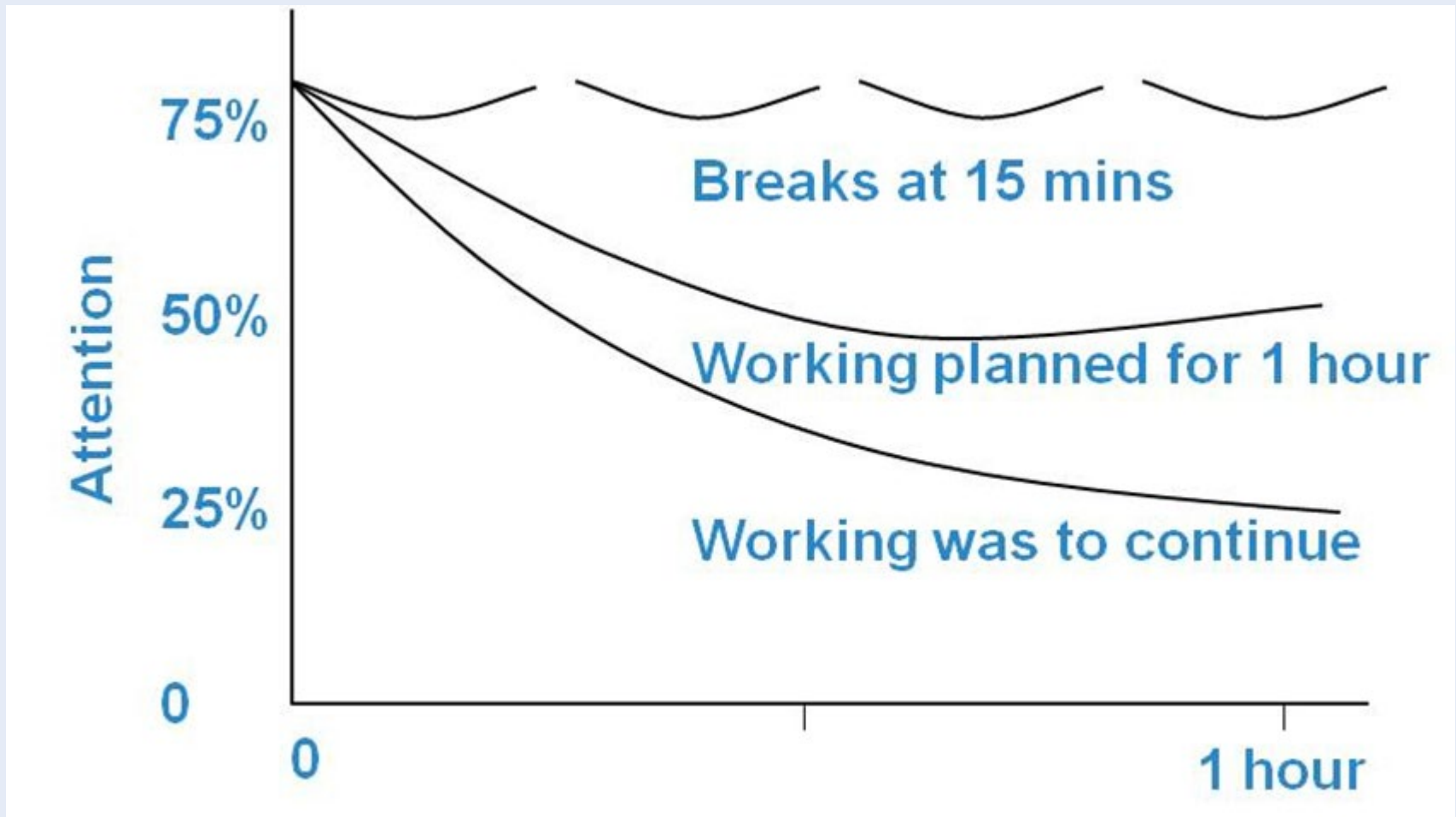
- [https://en.wikipedia.org/wiki/Pomodoro\\_Technique](https://en.wikipedia.org/wiki/Pomodoro_Technique)

# Breaking work up (Pomodoro)





# Breaking work up (Pomodoro)



# Time management tools

- Any more that you've used?

# Your thoughts

- 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 ....*
- *TECHNIQUES I'D LIKE TO GIVE A GO...*
- You are welcome to add your thoughts and we 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

- There are only 24 hours a day
- You can't get them back
- Try out systems
- Pick one that helps you
- We are all different
- Make time for friends, family and fun



# Feedback please

Please use the following link to provide feedback to help the studenthublive team to continue to improve what we do

<https://forms.office.com/e/JPQLbKnRVj>

# Selected upcoming events

- 5 Sep 11am Neurodiverse community – starting out effectively
- 10 Sep 11am Managing high intensity study
- 12 Sep 11am Resilience: planning for success
- 17 Sep 4pm Am I too old for this? Age is just a number?
- **24-27 Sep Freshers week events**
- **24 Sep 11am Welcome to the OU**
- **24 Sep 7pm It's OK to ask questions**
- **25 Sep 11 am Finding your way around**
- **27 Sep 11 am Student Carers**
- **27 Sep 6.30 pm Fresher's week social**

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