

Pre session polls

What level of study are you?

- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

What would you consider is your main area of study?

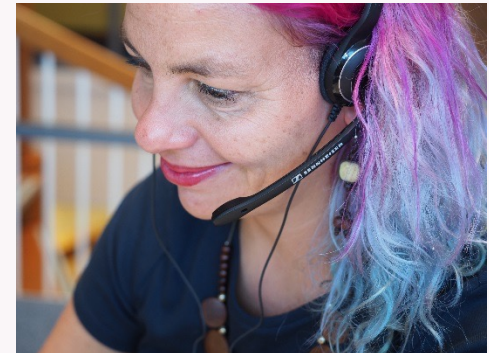
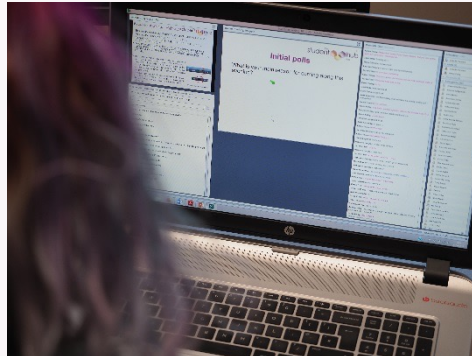
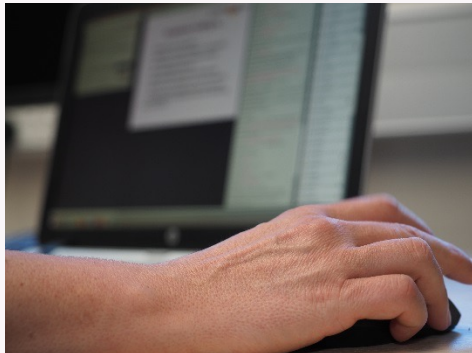
- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

Have you been to any student hub live online events before?

- No (I'm brand new!)
- No (but have listened to one or more recordings)
- No (didn't have time)
- No (wasn't aware of before now)
- Yes autumn 2020
- Yes any pre summer 2020
- Yes any 2019 or before

What are student hub live online sessions?

- All student hub live sessions are non modular and focus on skills relevant to study at university level
- 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 (*not accessible on mobile devices*) and from <http://studenthublive.open.ac.uk/>.



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



Fred is a Lecturer in Law and is heavily involved in designing and writing the new LLB Law degree which began to go live in 2021.

He teaches Equity, Trusts and Land Law as an associate lecturer.

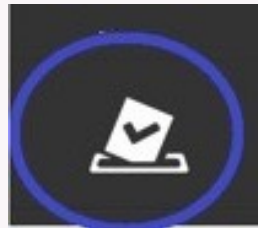


Rob Moore works on a range of under-graduate and post-graduate modules for the Open University Business School. Rob's passion is in making live online sessions fun and effective.

Initial polls

What is your main reason for coming along to this 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



Time management

This was our advert...

Time management is the most common challenge for OU students, who are often juggling other responsibilities alongside their studies. In this workshop we'll teach techniques and frameworks to help you plan your workload more effectively. You'll also have an opportunity to discuss life and study hacks with fellow students in small groups.

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 also get the chance to discuss things with others in a small group

Session purpose

- **Is for:**
- Covering general time management information
- Give some guidance about ways to manage time
- Provide a space to share ideas and connect with other students
- **Is not for:**
- Telling you what you HAVE to do
- Providing any module 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



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

First thoughts

Which of the following do you normally use to keep track of things you are doing in every day life?

- 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 ☹️

We recommend!

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

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

Tools available

- Showcase of the different options including activity template for week, hour by hour planner, foursquare priorities, Gantt chart broad allocation per activity
- (if too small remember you can make the slides full size on your own screen)



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

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		

Time Management Activity

Key Sleep
 Childcare
 get ready
 Gym/hobbies
 at work
 household
 travelling
 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							
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5 am							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
	Gantt Chart proforma																																		
	Dates	October			November				December				January				February				March				April				May						
		7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25
	Tasks																																		
	read sections 1-3																																		
	check TMA guidelines																																		

Poll time

Please indicate which of these you think might be something you would try:

- Weekly activity planner
- Day and hour planner
- Foursquare chart
- Gantt style (time allocation) chart
- Detailed weekly planner

Please use the short answer poll to give any further information about the tools and your thoughts

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!

Strategies

- Little and often is better
- Trying to study for 3 hours without a break will be counterproductive and you will probably end up tired and fed up with it all!
- Factor in breaks
- Reward yourself for successful study

Contingency 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

Our 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...

Foreseeing...



Foreseeing...

- Obviously we don't expect you to foresee the future

BUT

- Some things can be planned for and therefore shouldn't disrupt your study plans unexpectedly
- 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

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

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

- 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
- If you want to speak you will need to activate your microphone *once in the room and you see the option available*
- 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



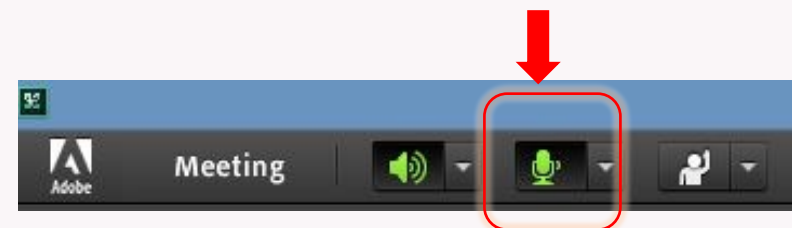
Remember to check the number of the room you are in (shows at top of chat pod as “chat x

***BREAKOUT y**”) in case of connection issues and for bringing back information.*



Breakout 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
- 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 part of this group and have had
connection issues please let us know your room
number in the chat box**

**If you are only just arriving in this room
then unfortunately you have missed
the main session. Please log back out
and watch the recording which will be
available later today**

So....

- What can people share from their sessions?
Please use either the chat pod or the
anonymous short answer polling pod

Alternative discussion activity

- 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 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'

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 (NOT ICMA / EMA) deadline so talk to your tutor

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

Final polls

What do you feel is the main thing you will take away from this session?