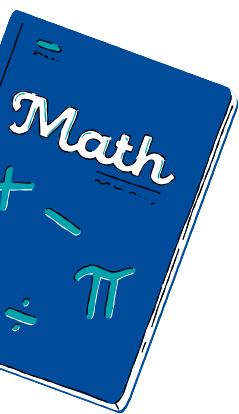


BALANCING DIFFERENT RESPONSIBILITIES

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS



Learn about alternative methods to multitasking that are effective for long-term studying and university-style assessments!



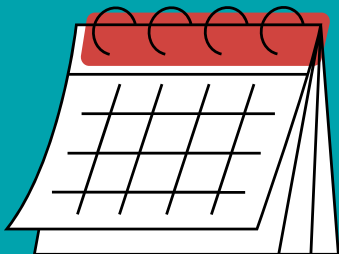
TIME MANAGEMENT *MYTHS* THAT AFFECT PRODUCTIVITY

“Multitasking helps you get more done”



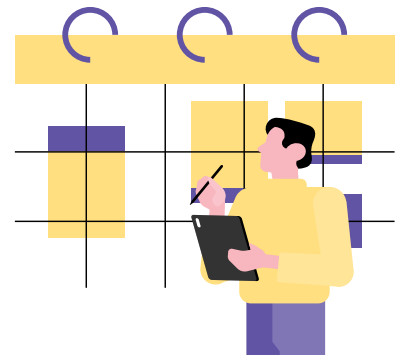
When you multitask multiple courses at once, you are only putting 30% of your effort towards each course, as your brain is more focused on swapping between courses.

“No matter what I do, I don’t have enough hours in the day”



When you sit down, prioritize and chunk your time, you’ll be able to achieve a balance between school, work and social life.

TIME CHUNKING



What is it?



Time chunking refers to the practice of allocating blocks of your time throughout the day for individual tasks.

It helps you have more control over how you use your time, allowing you to be able to plan out your days so you can watch a movie, play a video game and study for your courses in a given day.

How does it work?

1. Schedule your workday into 30 minute segments
2. Spend 25 minutes working on 1 courses' assignment
3. Take a 5 minute break
4. Repeat the 25 minute work and 5 minute break sequence 4 times and then take a 15 minute break

You can also divide your time into 40 minute work cycles and 10 minute breaks.

Try switching up the course you're working on when you start a new 25 minute block. This can keep you from burning out on a specific course.

Let's take a closer look

Let's say you have 5 courses this semester and you want to break down your study sessions.



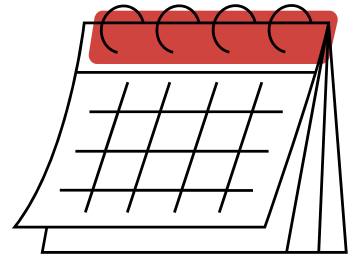
Courses	Chapters to Review
QMS110	Chapter 4
FIN300	Chapter 6
ACC406	Chapter 3
GEO110	Chapter 2
CMN113	Chapter 5



12pm	QMS110: 40 min work period	10 min break
1pm	FIN300: 40 min work period	10 min break
2pm	ACC406: 40 min work period	10 min break
3pm	GEO110: 40 min work period	30 min break
4:30pm	CMN113: 40 min work period	10 min break

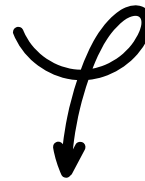
This method allows you to feel like you are multitasking by switching between courses every work period, however, it allows you to also give your full attention to one course at a time.

LEVERAGING GOOGLE CALENDAR

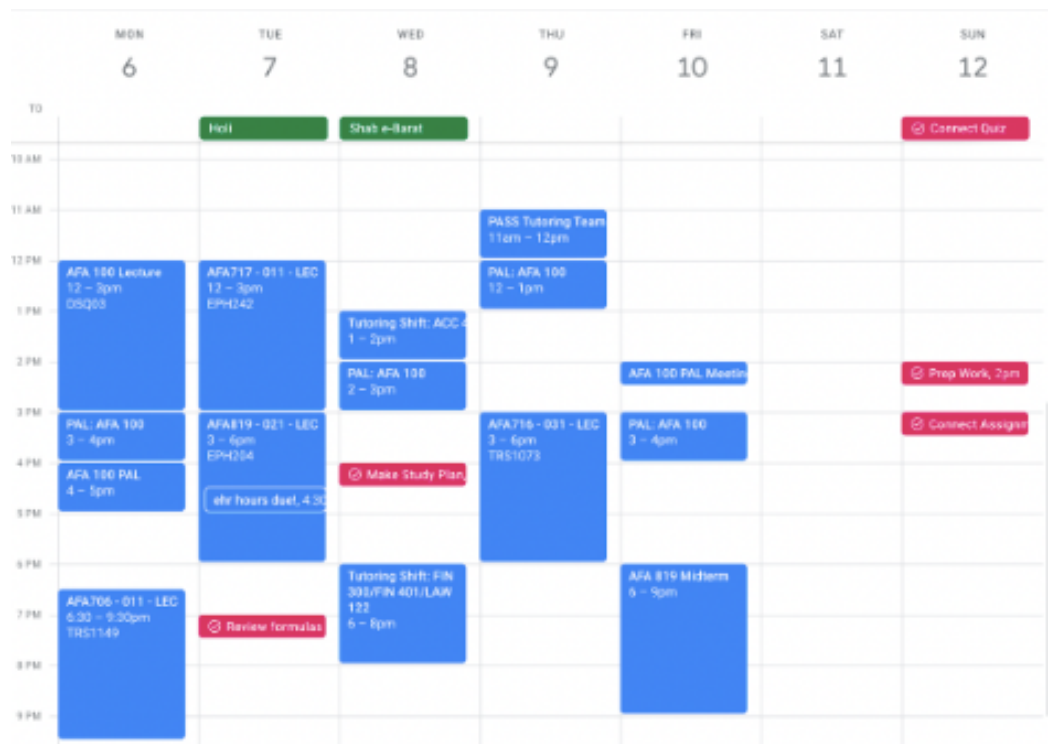


Google Calendar is a great visual tool that you can use to organize your time.

You can use Google Calendar to block the times in your day that are assigned for part-time work, socials, lectures, study time and more. This way you'll know exactly how much time you have during the day to complete assignments. This can also help you make sure you aren't overworking yourself and working from 8 in the morning to 12 at night.



You can also incorporate your time chunking schedule into your Google calendar. This allows you to see how your day is planned out visually.

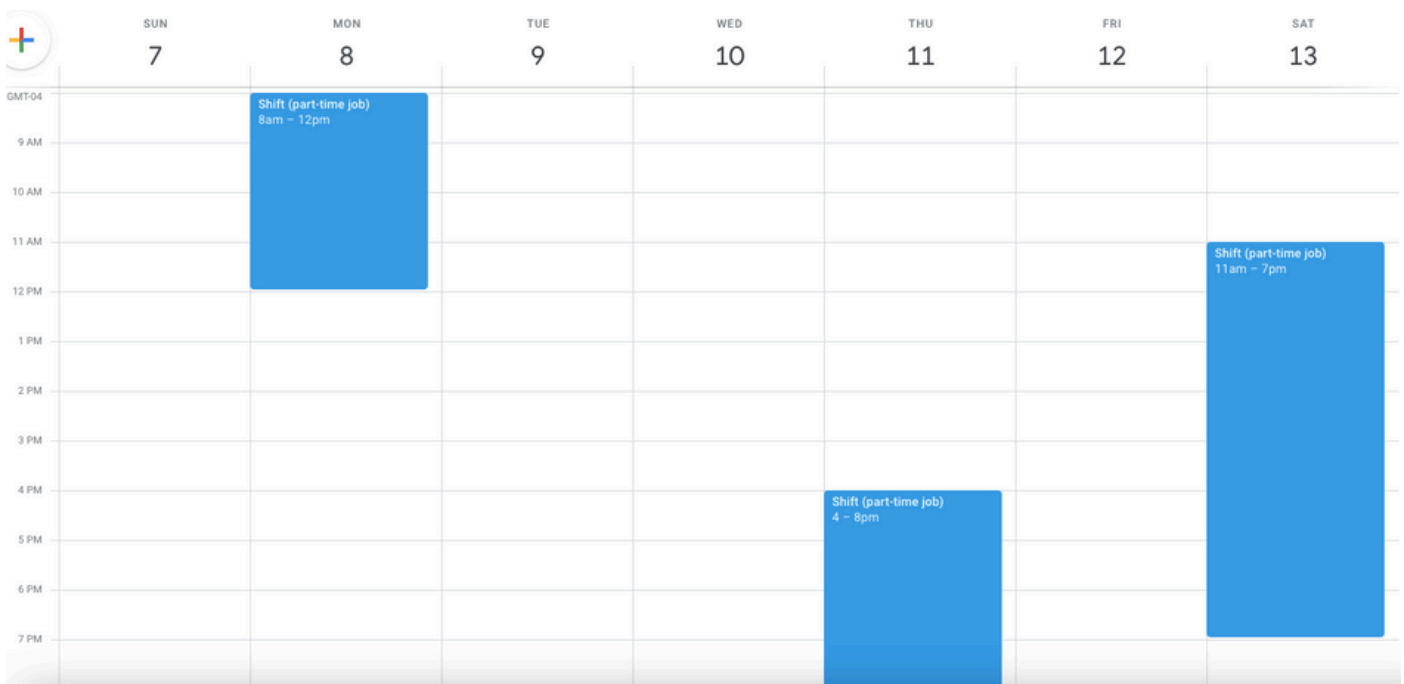


EXAMPLE

Let's say you are a student who works a part-time job, plays volleyball, is taking 2 courses over the spring/summer semester and does babysitting on the side. This may seem like a hectic schedule however with the methods mentioned above we can come up with a schedule that will help you achieve a reasonable balance between all your responsibilities.

STEP 1

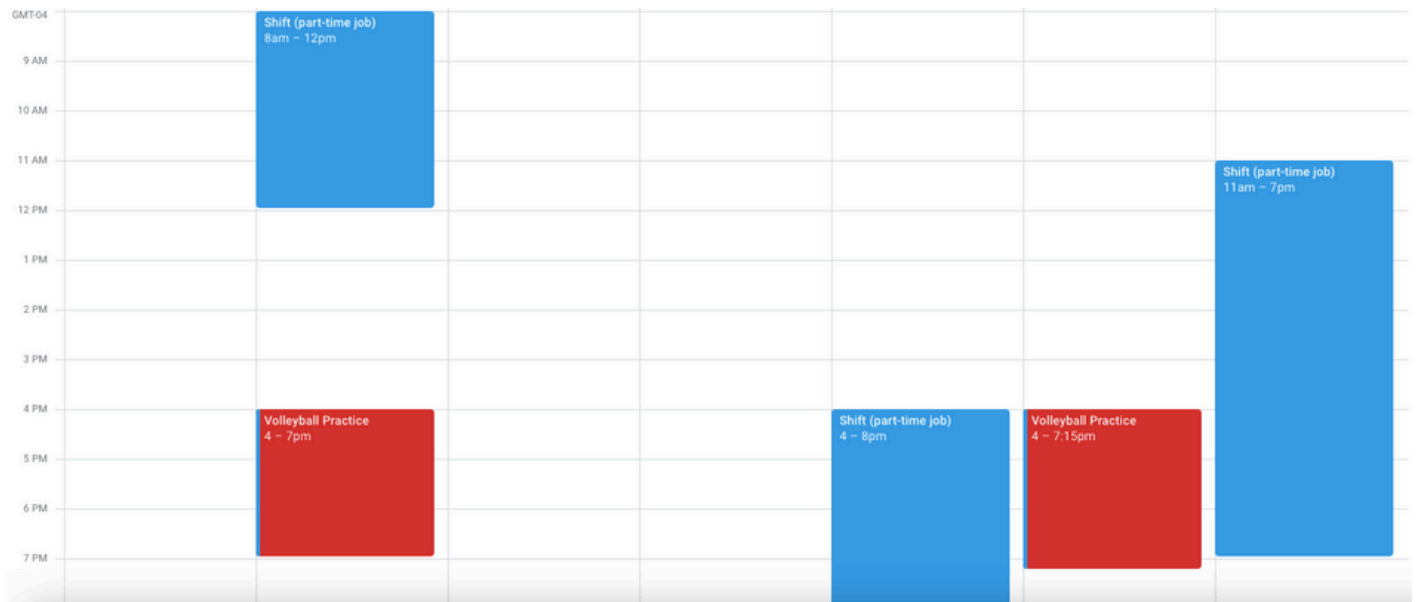
The first thing you are going to want to do is plan out on your Google calendar which days you are working a shift at your part-time job, as you won't have as much flexibility with changing your hours.



A tip to remember is to colour-code different activities to further emphasize the switch from task to task. The part-time job events are coloured blue for the next event we will change the colour.

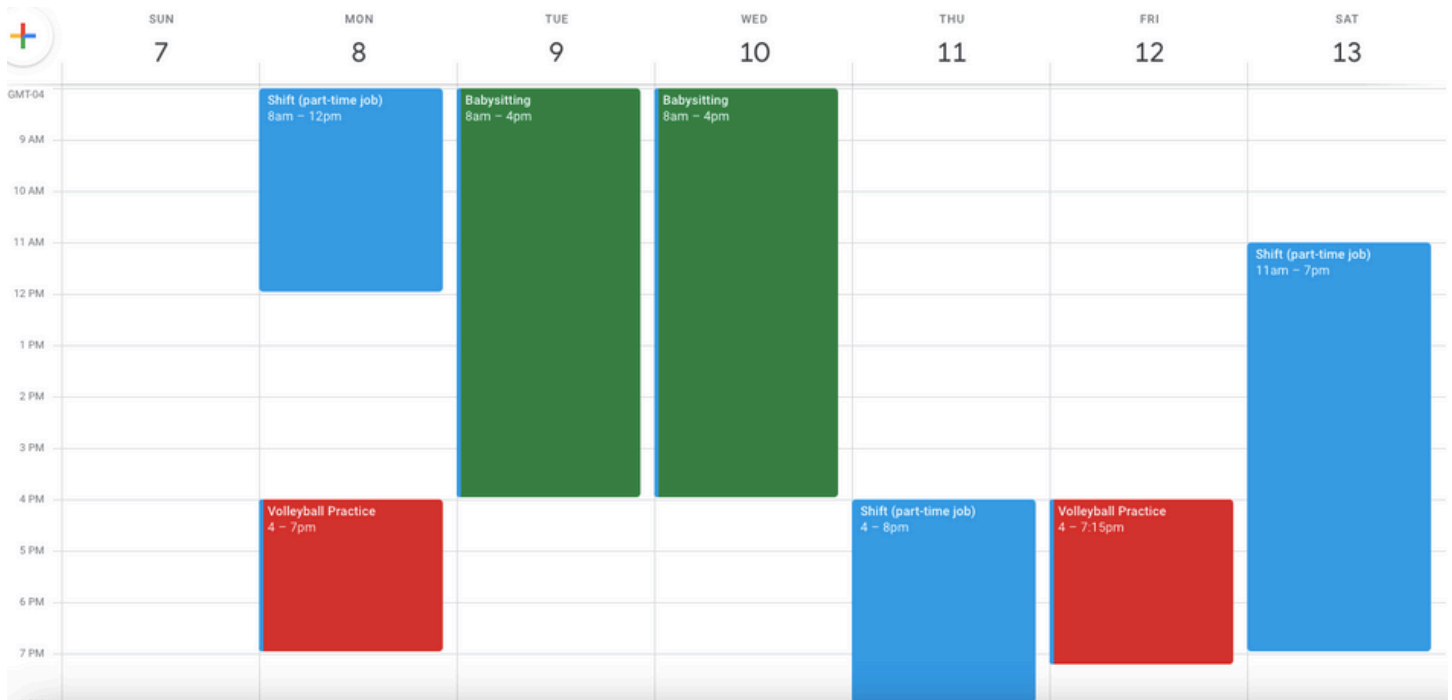
STEP 2

The next task to plan out is when you are meeting your friends to play volleyball. Since studying for your courses requires only your attention, unlike volleyball which needs to work for all your teammates, you can add the practice hours onto your Google calendar using the colour red.



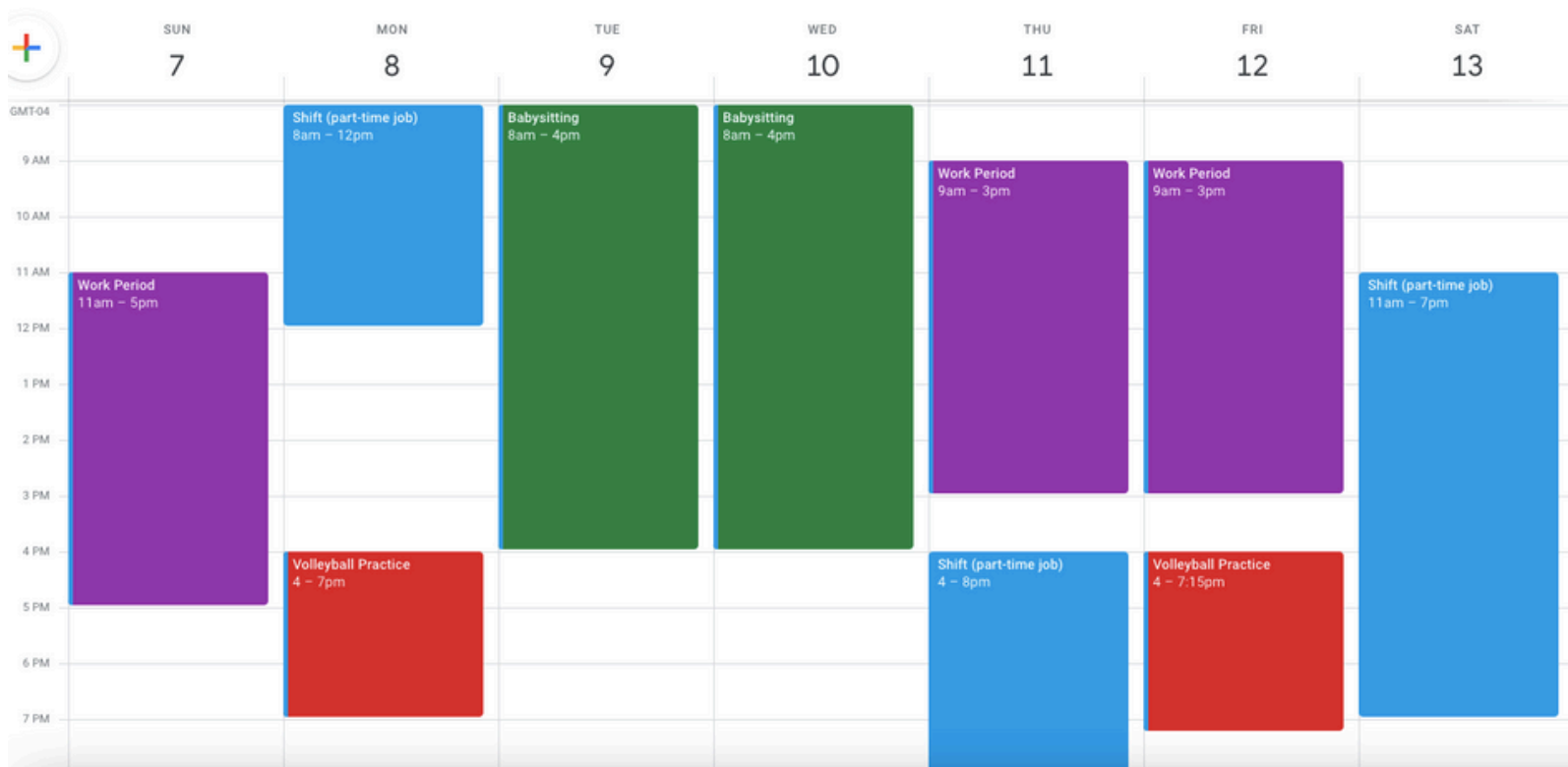
STEP 3

Now that you have planned out your part-time job and volleyball practice, you can plan out your final job (babysitting) in the colour green.



STEP 4

Now that all your responsibilities are scheduled and planned out you can now fill up your empty hours with study periods in the colour purple (assuming that your courses are asynchronous, if your courses have lectures then the lecture time will be moved up as the first priority to schedule). This is also where time chunking will come into play.



Now that everything is scheduled you can see that you have given yourself a reasonable amount of tasks to accomplish in a given day. You have achieved the work, school and social life balance that you wanted plus you have filled up your free time with activities that energize you instead of wasting your time. Another important thing is that you can now sleep a normal amount of hours each day which is proven to have a positive effect to your studying.

STEP 5

To ensure you do not burn out and not give all your attention to each course you are going to time chunk your work periods. For the sake of the example we will break down only the Sunday work period but for your personal calendar you will want to adjust the study periods each week depending on your workload for each course.

11 am	Course 1 : 45 min work period	15 min break
12pm	Course 2: 45 min work period	15 min break
1pm	Course 1 : 45 min work period	15 min break
2pm	Course 2: 45 min work period	15 min break
3pm	Course 1 : 45 min work period	30 min break
4:15pm	Course 2: 45 min work period	