Time Management
Incorporating teaching and preparation time into your already busy schedule

“If I had nine hours to chop down a tree, I'd spend the first six sharpening the axe.” Abraham Lincoln

SYLLABUS:
1. Introductions
   • FACILITATORS:
     • Bill Morgan AIA (bill.morgan@unt.edu)
     • College of Visual Arts and Design – Design Pedagogy
     • Orkhan Ismayilov (orkhan.ismayilov@unt.edu)
     • College of Health and Public Service - Public Administration

2. Group Activity – What is meaningful to you?
   • In class, this means “what do I want them to know?”
   • In curriculum, this means “what activity will help them experience that knowledge?”
   • In preparing, this means “how much time does it take to develop that activity?”

3. There are three things to keep in mind when managing your time:
   • Schedule your Time
   • Defend your Time
   • Prioritize your time
• Schedule your Time
  o Be Realistic
    ▪ Honestly assess time it takes
  o Be Prepared
    ▪ Each class content in separate folder named with that date
  o Know your limitations
    ▪ Honestly assess your ability
• Defend your Time
  o Block your Time
    ▪ Schedule your work, work your schedule
  o Say “No”
    ▪ Social events, committees, etc.
  o Be Disciplined
    ▪ No procrastination, keep big thing in focus
• Prioritize your time
  o Important Things First
    ▪ ‘everything’ is not important – ‘one’ thing takes priority
  o Less critical things when energy, retention, etc. is low
    ▪ Organize tomorrow’s tasks each night
  o “Busy” is not productive
    ▪ Eliminate one low priority item each week

TIME MANAGEMENT

<table>
<thead>
<tr>
<th>S</th>
<th>Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Measurable</td>
</tr>
<tr>
<td>A</td>
<td>Attainable</td>
</tr>
<tr>
<td>R</td>
<td>Relevant</td>
</tr>
<tr>
<td>T</td>
<td>Timely</td>
</tr>
</tbody>
</table>