

Time Management

by

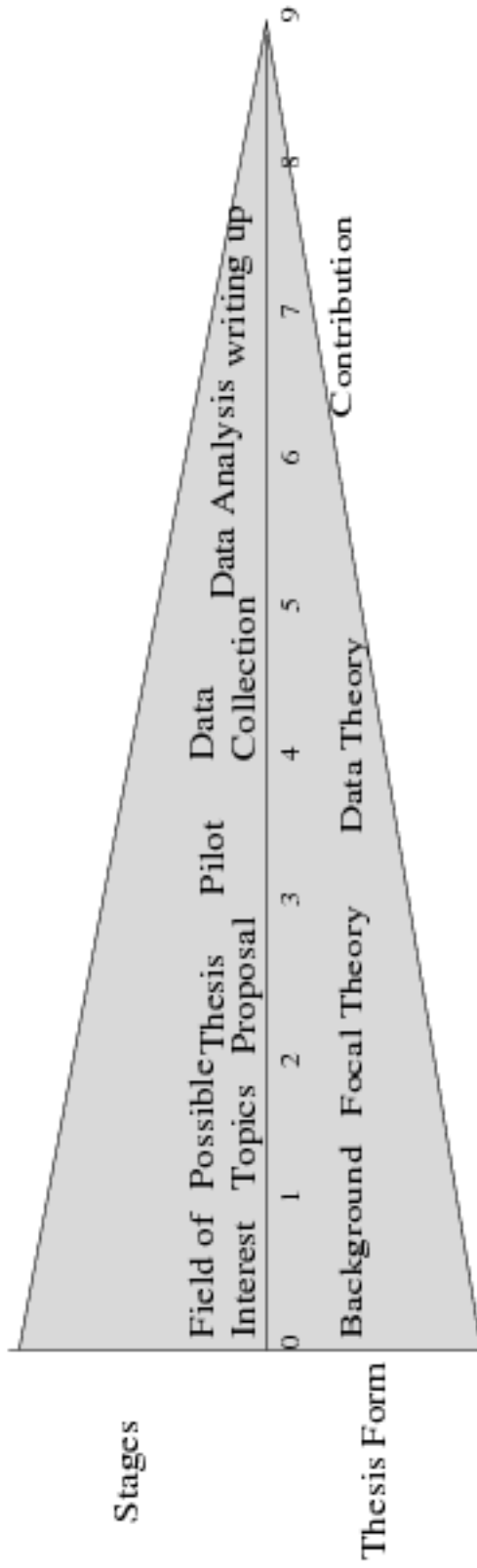
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Time Management

- Postgraduate Research
- Goals and Plans
- Tasks
- Keeping Track
- Know Yourself
- Problems
- Tips

The PhD Process as the Progressive Reduction of Uncertainty



Time Scale ?

Adapted from

PhD / MRes Part-time?

How to get a PhD by E. Phillips and D. Pugh

Time Management and Postgraduate Research

- plenty of time at the start
- the more you start to do, the more there is to do
- plan carefully
- time is a limited and irreplaceable resource
- work smarter... not harder

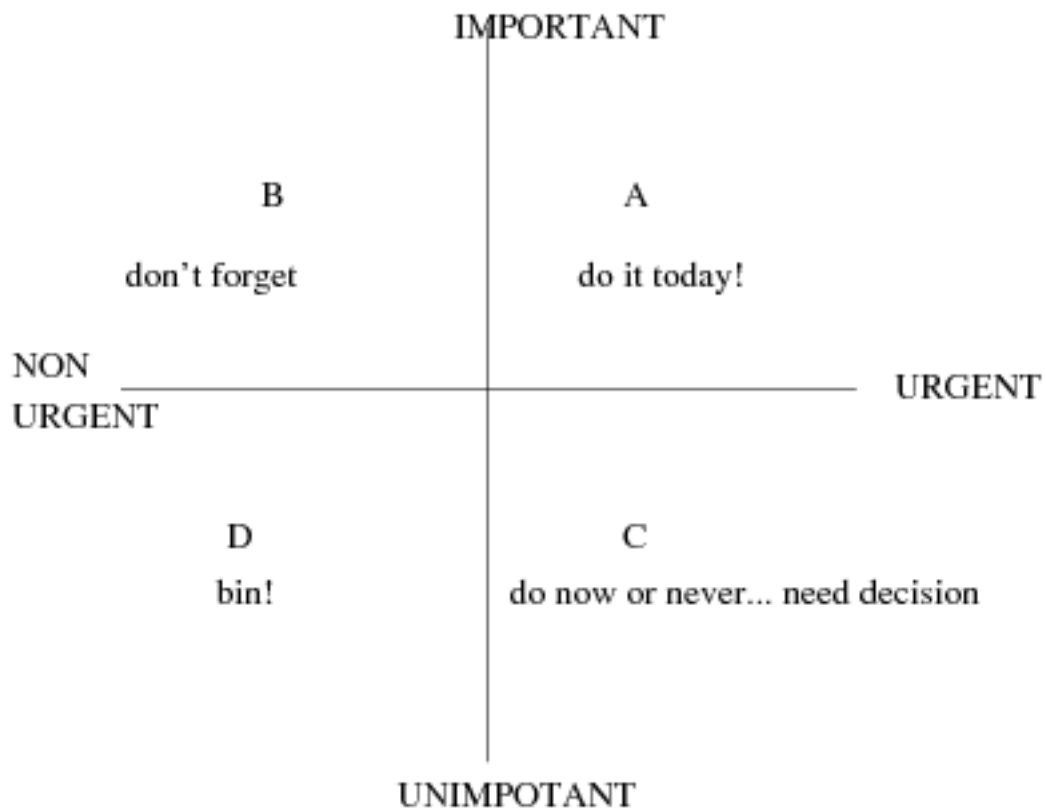
Goals and Plans

- long term and short term goals
- decomposing the problem into sub-goals
- estimates - be conservative
- contingency
- deadlines

Tasks

- important
 - Do I need to do this?
 - if so, how much?
- urgent
 - Do I need to do this now?
 - if not, when?
- fun
 - Do I want to do this?
 - do I make it seem important or urgent?

Tasks contd...



- how much time should you allow for a particular task?
- know when to stop
- ask how much value does this give me?
- can I use someone else's work or delegate?

Keeping Track

- keep a daily record
- keep a 'to do' list
- prioritise
- BUT don't spend all your time planning and keeping records!!!
- write up as you go along: e.g.s literature reviews, CSRPs and publications

Know Yourself

- are you lazy or industrious?
- don't procrastinate
- avoid interruptions
- go at your own pace
- what is best time slot for work
- where is the best place
- think about which tasks would suit your available time slots - especially part-timers
- be aware of stress... positive and negative.
How do you deal with stress?

Problems

- distractions
 - phone calls
 - email
 - Internet
 - other...
- too much to read
- uncertainty
- inadequate information
- crises

Tips

- use 'waiting time'... keep reading material handy
- when you take a break, switch off properly
- be focussed when working... use daily/weekly objectives
- don't skip sleep
- keep references complete
- file papers carefully