

TIME MANAGEMENT EXERCISE OPTIONS

Self-care activities—whether it be meditation, exercise, healthy meal preparation or other activities—often do not happen because we feel like we don't have enough time in our day. We often treat these activities as optional and they can easily fall off our agenda when other tasks feel more important or urgent. But if we look closely at how we manage and use our time, often we can find that a lack of time is not the issue. Instead, how we manage our time and choose to spend our time is more of the problem.

Read the below three options to explore how to find more time that you can reallocate to activities that you value. Pick the option that most resonates with you as something that would be beneficial to try. Commit to trying whatever you pick for a whole week and see what you learn about yourself and how you manage and spend your time.

OPTION ONE – REASSESSING TIME MANAGEMENT

This option is a good one to consider if you don't feel like you have clarity about what your "to-do" priorities are each day and each week. Maybe things don't get done because you have lists in different places, or you tend to try to remember things in your head instead of writing them down. Deadlines get missed, or you forget about deadlines. You start projects too late. Or you never get to things that you want to make time for. These can be good reasons to look at how you plan and organize your time. Here are some thoughts to explore for re-assessing your planning and organization, but don't feel limited to these if you have other ideas.

- Are you a pen and paper kind of person? If so, you might want to explore bullet journaling. A student introduced me to this several years ago and I am a convert. Here are two videos to introduce you to the concept:
 - <https://bulletjournal.com/pages/learn>
 - <https://www.youtube.com/watch?v=ZK5VUuxGYr0>
- Are you more of a tech person? There are all sorts of apps out there that help you create task lists so they are all in one place with deadlines, etc. One that you can check out is Trello. While it is marketed for teams to use, it works for individuals too. Outlook Calendar also has a place for tasks. There are also dozens of other free planner apps that you can explore.

OPTION TWO – REASSESSING MEDIA CONSUMPTION

This is a good option if you suspect that a lot of your time disappears down a black hole of scrolling on your phone, reading social media, reading a lot of news, binge-watching Netflix, etc. Go on a media fast or diet. Ban social apps, websites, TV, video games, etc. for an entire week (other than those related to school or work). Maybe silence your phone for certain hours of the day too or turn off notifications. For inspiration, check out this 6-minute video on doing a week long media ban.

<http://www.ignitetalks.io/videos/media-free-week>

If a media fast is too big of a shock to your system, start by tracking how much time you are on your devices and certain sites to get a realistic picture of how much of your time is consumed by your devices. This can help you see where you might find more time. There are lots of apps that can help you do this. This site gives some of them, but there are probably more out there.

<https://famisafe.wondershare.com/blocker/best-app-usage-trackers-for-iphone-and-android.html>

OPTION THREE – REASSESSING MULTITASKING

This is a good option if you tend to multitask a lot and particularly if you think you are good at it. For example, do you sit down to read a case for class and check your phone several times while you are reading, get distracted by notifications popping up, click on a website to check something, or have the TV on in the background? Chances are it is taking you longer to read that case than if you just focused on that one task. If you can start to single-task more, you will be more efficient, get things done faster and better, and have more time for other things. You'll probably also remember more about what you read in the case. During your single-task week you will be really intentional about what your purpose is at any given moment and remove all other distractions.

One exception to this is if you can align two tasks that are not competing for the same brain space. For example, taking a walk while being on a call with a friend. For some inspiration on single-tasking vs. multitasking with alignment, there is a podcast that you can find in podcast apps. The podcast is called Life with Amy and Jordan and their first episode is called "The Multitasking Myth."