

# Leveraging Tools for Time Management and Prioritization to Avoid Burnout

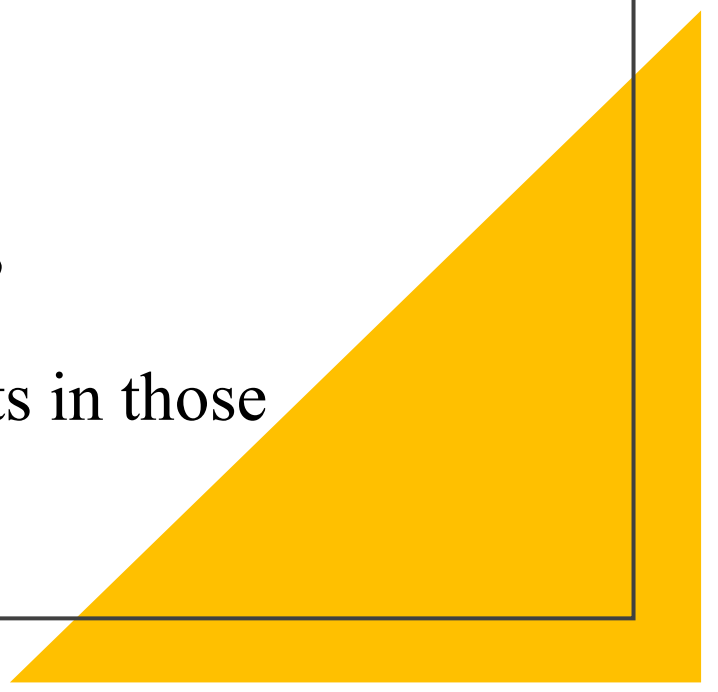


# CLASS

- Academic Coaching
- Learning Specialist
- Tutoring

# Time Management Inventory

Take a few minutes to complete...

- What did you find were some of your strengths?
  - What are you seeing as some areas of improvement?
  - How can we use our strengths to make improvements in those areas?
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## Spring Semester 2025 Calendar

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	Jan 5	6 <i>Classes Begin</i>	7	8	9	10	11
2	12	13	14	15	16	17	18
3	19	20 <i>MLK Day- No Classes</i>	21	22	23	24	25
4	26	27	28	29	30	31	Feb 1
5	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
7	16	17	18	19	20	21	22
8	23	24	25	26	27	28	March 1
9	2	3	4	5	6	7	8
10	9	10	11	12	13	14	15
11	16	17	18	19	20	21	22
12	23	24	25	26	27	28	29
13	30	31	April 1	2	3	4	5
14	6	7	8	9	10	11	12
15	13	14	15	16	17	18	19
16	20	21	22	23	24	25	26
<i>Finals Week</i>	27	28	29	30	May 1	2	3

# Time Management Tools

- What do you use?
- Calendars
- Apps
- To do list

1. Quadrant 1: Important and due soon – First Priority
2. Quadrant 2: Important and not due soon
3. Quadrant 3: Less important and due soon
4. Quadrant 4: Less important and not due soon – Lowest Priority

	Due Soon	Not Due Soon
Important		
Less Important		

# Prioritization

- Use for a weekly or daily to do list
- Important = weighted heavily?

# Strategies

- Include flexibility into your schedule
  - Use words like
    - “Start”
    - “Continue working on”
    - “if not done”
    - “finish”
- Identify the tasks on your to do list that you are likely to procrastinate on
  - Usually this is a task that is challenging, overwhelming, a subject you don’t like as much, etc.

# Perfectionism can lead to....

- Procrastination
- Toxic comparison
- Black and white thinking

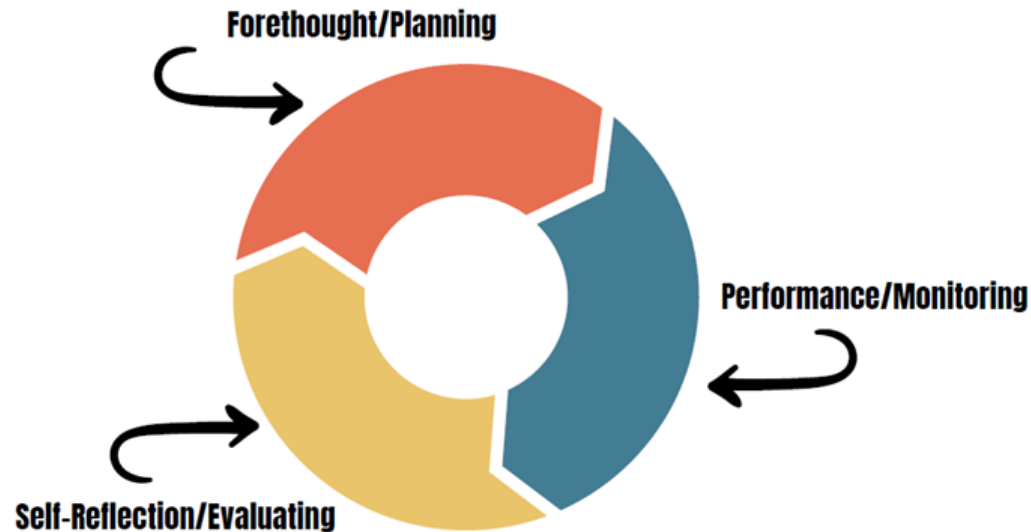
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## What can we do??


- Re-frame your thinking
- Think about how you would respond to a friend
- Is it a failure or a partial success?

# Self-Reflect



- Become a self regulated student!
- Questions to ask yourself:
  - What went well this week?
  - What did not go well? Why?
  - Is this tool still working for me?
  - How can I use what went well (or what is working) to help adjust what is not?

# Questions? Comments?

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Korman 101

[Academicsuccess@drexel.edu](mailto:Academicsuccess@drexel.edu)

Drexel.edu/class

IG: @drexelclass