

## Time Management – Focusing on Meaningful Activity

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**Outcomes:** By the end of this session, participants will be able to...

- Examine different aspects of wellness in the context of their goals and values
- Identify and utilize strategies to maintain wellness and productivity
- Begin working toward their goals for Fall term

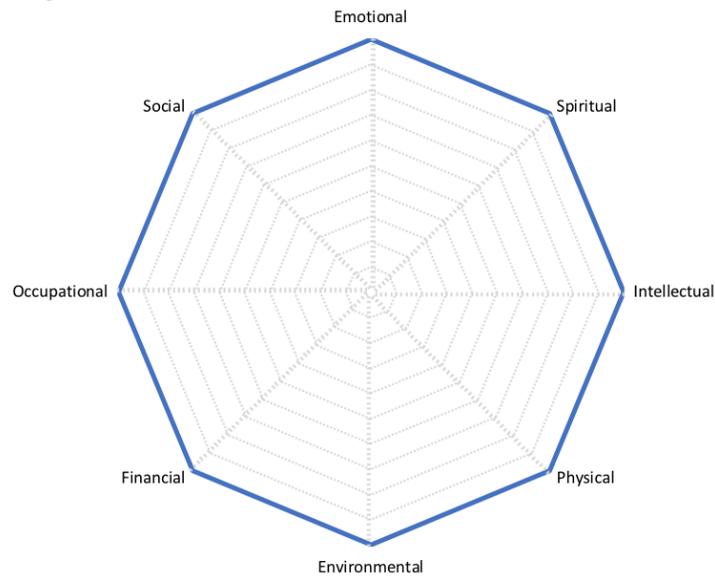
The goal of this session is to define and examine your goals in a broader context of holistic well-being. If you are reading this on your own, please download the handouts to follow along! Thumbnails of the corresponding handout will be provided below.

### Looking at holistic well-being

- The 8 Dimensions of Wellness is just one way to look at wellness – notice that it extends beyond just your physical health.
- Read over the 8 Dimensions of Wellness and consider how each of them play a role in your life. What each person requires to feel fulfilled for each category can be very different – and that's okay!



- On the next page, there is a radar plot with the 8 Dimensions of Wellness on it. Rate yourself in each category on a scale of 1-10 for how you feel you are currently doing.



### Identifying your goals and defining success

- The only person who can define what your long term goals are is you. Think about your values, your reasons for being here, and what motivates you.
- Brainstorm for a moment how you define success - there is no right or wrong answer, and it's different for everyone. Then jot down a few goals you'd like to achieve for each of the categories on the provided handout.
- What does it mean to you to be successful in each of these categories? What does it look like when you're successful?

	Coursework	Research	Teaching	Personal	Other
What is success to you? What is your goal?					

## Putting it together

- Let's think about your ratings on the 8 Dimensions of Wellness and the goals you wrote down. There are 168 hours in a week – take a few minutes and design what your ideal week would look like.
- You don't have to hit every single goal, every single day. But you should feel the way you spend your time is meaningful.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12-1 am							
1-2 am							
2-3 am							
3-4 am							
4-5 am							
5-6 am							
6-7 am							
7-8 am							
8-9 am							
9-10 am							
10-11 am							

- *Bonus Challenge:* There is a second page of the same activity. Challenge yourself to track your time use in Fall term. Be as specific as possible when tracking your time – if you're watching paint dry, then write that down! You're collecting data on yourself.
  - Analyze your week. Pick one color and highlight the areas where you feel your time was well-spent. Then pick another color and highlight the areas that you feel could be better.
  - Challenge yourself to make a small change to improve your daily routines.

## Setting goals

- *Note: This is just one way of setting goals. If you already have a specific system or method in place and it's working well, please continue to use it.*

- You want to set SMART goals (read the corresponding handout for a detailed explanation of what each letter stands for). If someone asks you whether or not you've met your goal, you should be able to say "yes" or "no."



- Using the monthly calendar provided, set some SMART goals that you would like to meet for the upcoming weeks.
- With your goals in mind, the next few recommended steps are as follows:
  - Pick a task the night before. By planning at the end of the day, you get a chance to reflect on today's work, and you create a reason to wake up tomorrow with purpose.
  - Pick a time to reassess. This might be twice a week, weekly, or anything you feel will help you stay on task. By planning to reassess your goals, you are practicing being flexible and more comfortable with the idea that your plan may not work accordingly. And that's okay – the important part is how you respond when things get off-track. You want to check-in and reassess regardless of whether you're behind, on track, or ahead of your goals.
  - Don't forget about your own well-being in this process. You may not have set specific goals for leisure, exercising, eating well, or sleep, but taking care of yourself first means you will be more efficient at your academic pursuits.

### Tips and additional resources

- The last page of the handouts has some general tips and tricks, along with a page of recommended apps. Give them a try and see what works best for you.
- Don't hesitate to utilize additional campus resources!
- If you are interested in exploring the topics covered in this workshop in-depth, occupational therapy services are offered to all students. Visit us at [ot.caltech.edu](http://ot.caltech.edu) to learn more! 😊