Time management session

Fri, 7/30 3:50PM • 1:44:48

SUMMARY KEYWORDS

study, important, task, break, question, week, work, schedule, helpful, people, thinking, procrastination, bit, session, urgent, goal, disciplined, brilliant, feel, deadlines

10:28

Thanks Haley, good afternoon everyone. It's nice to it's nice to see so many faces thank you to so many people for actually being brave and having the cameras on that's really nice. So, my name is Jessica Lim, and I have worked with Lucy Cavendish for a few years. So, my specialty really is English literature, and I teach and research, a lot of 18th century women's writing, but I'm also very interested in, study skills, and how we think about time, So I'm really looking forward to this next session as we think about what time management is how we work with time and I'm quite interested actually, I realize everyone is joining right now, or some people are still joining but I'd be interested in hearing either out loud in the or in the chat, what are some things that you're hoping to gain from this session. It's not subject specific. So what are some things you're hoping to gain from this session, feel free to type it in the chat, or, or unmute and speak. Brilliant, thank you so, how to be better prepared for sixth form, how to use small snippets of time productively, that's a really interesting. Interesting desire, and to be more effective with time planning, and to make sure you don't burn out, that's a really good goal to have brilliant house make most of my day transferable skills, how to balance between work and life that's a really important one. Thank you, Phoebe, a way to plan out my work instead of doing it the night before i Yes, you'll want to avoid the classic all nighter. Okay, brilliant. These are really great contributions. Thank you, has managed, how to be more productive and have effective revision techniques, that's brilliant oh how to prioritize tasks Thank you will. Brilliant. So, before we think about time management. Bit of a question, what's your, What do you think your relationship with time is. And so I've got a few options here, and if you want you can say, there's another option, or if there is one response that you think you agree with you can pop it in the chat so I've just got some options. Do you not really think about your relationship with time. Do you feel it's generally good but then when it's busy or confused, generally good but you sometimes you double or triple booked yourself, and I can see if you B's and C's coming up, and D I never have enough time for the things I want to do. Okay. Oh, this is really helpful. Is there anyone who feels that I haven't covered what your relationship with time is like. Does anyone have any other sorts of relationships with time. Yes. If so, would you be willing to share in the chat or out loud.

14:03

Okay. Right under estimating how long it will take to do a task that's a, that's definitely a sort of relationship where your expectations are a little bit out of sync, allowing too much time for tasks, that's actually not a bad relationship to have with time. Okay, great, that's really useful. Okay. So it sounds like stress and procrastination and feeling sometimes finding it hard to get started as some of the

challenges that people face when it comes to working with time. So, some of the things that we'll be addressing today include the following topics. So one is why time management matters, and I think everyone has a bit of an instinctive sense of this but it's sometimes nice to. It's nice to have a conscious awareness of why you think time and time management matter. Brilliant. I've can see some people adding to the chat, which is great. Please continue to do that, and I will always be looking at what's in the chat. So we'll be thinking about why time management matters, and then we'll be thinking actually at a different deeper level of how to think about time itself. I'm going to be introducing a few ideas about ritual schedules and this concept of working to time. And then I'll talk a little bit about working with and through distractions, I think that's particularly something that has been a struggle the past few months, and is a struggle when so much is online and on screens, and we'll spend a bit of time thinking about how to prioritize tasks, and then, we'll spend a little bit of time understanding and thinking about procrastination. And I have my own admission to make them, which is, oh, I can just share it upfront, which is my tendency is to be a productive procrastinator if I have a task that is due or a chapter that is do I become an obsessive food platter and clean the house very well. So it's about knowing yourself sometimes and knowing how to manage your own challenges, and your strengths and weaknesses. While working with time. So I've given I've put in here. A question that a lot of you have actually shared already, which is just thinking about what your main challenge is when it comes to managing time. And this is a slightly distinct question from thinking about your relationship with time. It's slightly distinct in that it's actually thinking about real problems that you face and people have definitely shared that prioritization is an issue, it's sometimes hard to begin. It's easy to fixate on one task, and then, easy to lose sight of the other things that need to happen. Social media is definitely a little bit of a problem. And it's hard sometimes to balance your work with other aspects of your life. And often this can lead to panic, stress, and ironically panic and stress often lead to more procrastination or anxiety that just delays, starting a task. Okay. Questions or plans and attention spans are very much. Things that are people struggling with. This is really great, thank you everyone, it's really helpful to see to see people thinking about these questions and thinking about your own study practices and your own daily rhythms as it were. It's quite nice to start thinking about time actually, while you're at school, and you've got a bit of a rhythm in terms of classes that are happening, and a little bit of time is structured and controlled for you. I can see if you ease coming up social media and similar distractions. Yep, brilliant, we can talk a little bit about some of those concerns as well.

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Okay, this is really helpful. So hopefully, this set of questions is just is just helping you think about what it is you're hoping to gain from this session, where you might want to think about tips and strategies. And hopefully it's not stressing you either. It's just something that is designed to get you thinking and engaged and reflective about your own practice. Okay. When we're thinking about time and time management. I think that one of the most important things to know is that time is a resource, it's not an enemy, and I'm going to stress that at the start because quite often it can feel like time is this antagonist in our lives. I could do this, if I had more time, I would have done this but time got in the way. And it's really easy to think that time is something that is stopping you from living your best life. And I want to question that challenge that even in suggest time is just part of life, and in fact it's a resource, it's not an enemy, it's something that we can work with. And that isn't actively working against us. So, I'm going to come back to this idea, but I think it's a really important one to stress that time can be neutral, and it's how we interact with it. that makes it feel productive antagonistic, or otherwise. I think it's also really

important to note that everything that is good in life will require time, and I'm going to stress this because I'm not here, only to talk about time management and study although, obviously, how to use time wisely for study purposes is a huge skill and is a large component of what I'm talking about. But I'm stressing that everything that is good in life will take time because when you're thinking about how you are using your time, and how you're spending your time, obviously you are going to need to make sure that you're leaving time for friendships for personal growth for other aspects of your life and you're not trying to cram study into every single moment of the day. I'm also going to stress that sleep is important, and a really important thing to know about the one fundamental way in which we as humans relate with time, is that we will spend quite a bit of our time sleeping, and actually that's a good thing. As humans we are made to work in cycles of work and rest of focus and relaxation. And this sort of this pattern of cycles is inbuilt into every aspect of life, even in our sleep we sleep in certain cycles. And when we sleep, That's so important for the sort of memory consolidation and memory work that goes into work in study that goes into the physical maintenance of our bodies. And it's really important to work out what kind of sleep cycle, you have, And it's good to, to know what works for yourself, and to prioritize sleep, because if you don't get enough of it, it's going to be really hard to give the time to building friendships to give that time to study, to give that time to engaged, concentration and critical and creative luck. So I think the main takeaway at this point that I want to suggest is that time is a resource. Time is a resource not an enemy, time is something that we can work with. And the best way in which we can work with time is in cycles, because that is how we as humans are built. Having said that, I think it's also a really good idea to actually know approximately how much time you have. So at this point. If you have a sheet of paper to hand, or the ability to pull up a Word document or an Excel sheet that might be a good idea because one exercise that I think would be extremely helpful is to actually work out how busy your weeks are, what your scheduled time is and what your unscheduled time looks like. So I've. So I'd like to invite you to try drawing up an approximate timetable for your week. If you have alternating weeks at school just pick one week for the purpose of this exercise, and think, approximately what does your day look like from bad eight in the morning to, I don't know nine or 10 at night,

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put in everything that is scheduled. And the reason I want us to work on this activity is. I think it would be very interesting for yourselves to see and know what your unscheduled time looks like. So if anyone has a question about what this table might look like for them, feel free to ask either in the group chat or you can send a private question on the chat, but I'll give everyone just a few minutes to draw this table up, and then we'll come back and share some thoughts.

26:13

Hello, I know that some, some people have joined recently so what we're doing at the moment is a task just thinking about what your scheduled and unscheduled time looks like drawing up a table of your weeks approximately modeled on or working from a template suggestion that I've given realized that people will still be putting information in, but as you're doing this, feel free to comment, or share in the chat if there's anything that you're finding surprising as you're filling in this table. Okay. Brilliant, thank you I'm seeing some comments. I'm working, I'm surprised by how much free time I have. I have a lot of theoretical time. I have more time in the evenings, I have more time in the morning. Okay, this is brilliant, this is, this is really great, and I have more time than it feels that I do. Brilliant. Some people will

not be too surprised by this because the, you may already have schedules and, but this is, I think for some people, hopefully a really useful task to work out that you have more time than you think you do or that you have different tasks or different, different commitments spread through the week. Okay. Brilliant. So, see the reason why I am. Yeah why I think this is useful, it's just good to know when you actually think about your own week, it's easy to have a perception of how time feels, and sometimes our perceptions are not always aligned with what time we actually have. And so learning to be intentional and aligning our perceptions with the realities of our weeks is a really useful skill and something that's very important to do whenever we're balancing different tasks and balancing different goals. I can see here that, um, another, another observations that some people are having is that I don't have a lot of free time yet I still get distracted. And I think that that's also a really useful, a really useful insight to be aware of whether you have a lot of free time or you don't have a lot of unscheduled time. The question is, what do we do with it. And I think that when we're working with unscheduled time knowing that we need to factor in time for intentional focus, and also time for a lack of focus time for mindless rest or daydreaming or a little bit of scrolling although I will talk about social media scrolling in a little bit, and allowing yourself time to relax and unwind is extremely important to make sure that you can focus because we can't focus in all of the downtime that we have, we really can't spend all of our downtime, focusing, we need to use some of that time having actual breaks. So, waste no in how to protect unscheduled time from both study and online or screen related distractions is as important, I would say as scheduling study sessions, knowing that you should be disciplined with breaks is as important as being disciplined with your work, and I know that this is going to sound strange, but I think I think that a lot of us misuse our breaks, it's very easy to use your break unintentionally, and to realize that you've spent, I don't know 45 minutes, Doom scrolling through the news or scrolling through social media and getting worked up about something or rather, or scrolling through, I don't know, read it, and looking for funny stories or posts and then getting sidetracked and then you think, oh my gosh, I didn't really feel refreshed but my time is just gone. And what happens then. What that means is that we're not actually being disciplined or intentional with our brakes, and I think knowing that brakes require the same sort of discipline as focused study is a really useful way to maintain energy, and to ensure that you will feel energized when you've had a break. So,

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a productive level when it comes to work to thinking about discipline, I find planets, extremely helpful. Do many people own calendars or weekly planners, I have to admit I have both I have my weekly planner and I also have my monthly calendar. Once hedgehogs How cute is that I'm brilliant. Okay, excellent. So some people definitely do I'm seeing some nose. Yes, but I rarely use them just a calendar. Okay, this is really helpful. Keep trying to make one. Okay, excellent. I only use mine occasionally. Okay, so I would actually like to suggest that having a weekly planner, as well as a monthly calendar that you can look at, but having a weekly planner is extremely helpful and valuable. And you should learn to enjoy it and use it. I like pretty things so I go from my physical floral Cath kidson diaries, my weekly planners, you don't have to, you can do whatever works for you. But the most important thing that you should do with your planner for your calendars, is actually use them. And I think a really good thing to do is to is to use your planner so that you can look ahead of every week before it begins, I'll have a glance at a month, and see how busy you're going to be, how much is coming up and just have a sense of how, how much energy you should conserve, or you should be prepared to use in any given week, or any given month. I also recommend putting everything in one

calendar. So not having a social calendar that you can't see that's distinct from homework deadlines or assignments from school, or admissions University deadlines, I would recommend having everything in the one calendar so that you can actually really see what you've got going in a week, but I would differentiate personally I love color coding. Okay, brilliant, oh I can see here comments on when I get too meticulous with how I plan it looks pretty unknown scoring out and so don't use it usefully. Okay, that's really helpful, and I think that knowing knowing that your planner is there to be functional and to assist you is a really helpful thing. It's an extremely helpful tool to have. To help you see what your week is going to be like, you don't need to score things out. If it helps you can cross things out as you do them but you don't have to score things that I think it's just helpful to see what you have coming up each week and each month. That can be extremely helpful in knowing your time. Okay, brilliant, does anyone have any questions or comments. Does anyone, anyone feel that they haven't that they haven't really had their observations addressed just yet.

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My question is okay if I do it. And you would you recommend a, like a writing calendar or a like an online one because that people say that like if you write stuff down it like helps you remember it, but like virtual is more useful because you have your phone with you and stuff.

35:11
Yes, so I have a personal preference for physically written, calendars, because I do find that for me the muscle memory does help me to remember things. And, and, so, that doesn't mean that you do need to practice bringing your diary with you, where you go or your planner with you wherever you go. I think that for me that works but online calendars can be extremely useful or just make sure that you actually check it and use it and differentiate when you're checking your plan or your calendar, through your phone, rather than using your phone to check an email or to text a friend, or even scroll. Okay, I can see some questions how do you plan around schoolwork, social life and business that's a very good question and that comes down to prioritization and we will work in prioritization tables in a moment. How do you motivate yourself to actually write in your planner. I write it one day then forget about it for a week, and it takes it takes effort, and it takes about two weeks approximately to begin to build a habit. So, if you actually give yourself a goal of working with a planner for, say, two weeks or two weeks at school, you're going to put in all of your due dates, formal events, social outings you'll put them in a calendar, any appointments that you have, try to keep that up consistently for two weeks, because that's a manageable fixed amount of time. And it's doable because it's only two weeks, and you'll what you will probably find is that after two weeks of doing this every day. It will feel easier, and it won't be something you pick up one day and then drop the next. But if you do drop it one day, just pick it up again, I think that's the main thing. It's really easy to feel like you can, you will like it's hard to do something when you've given up once, but that's not the case, you can always try again. If there's a day where you haven't brought your planner with you, or you haven't written something in, and then you realize you've accidentally double booked yourself. I've absolutely done this by the way, one time I triple booked myself because I didn't check my planner, it was terrible. I had sent so many apologetic, emails, and if that happens, just send whatever need do whatever needs to be done to make sure that you can untangle yourself from any administrative messes you've gotten yourself into, and start again and say, starting from tomorrow, I'm going to try using my planet every day for two weeks. And I think having a fixed time goal can be helpful. Okay, I find with planning tools I spend more time planning

things rather than doing anything. And there's some people work better with that then I think that planning tools are actually extremely effective it's just about knowing that they are tools, they're there to help you, and they're there to help you organize and know your time and feel comfortable with your time, and they're there to help you see what has to be done but they can't do anything for you. And I think work knowing that that is the limitation of a planning tool is extremely helpful as well. They are helpful tools to make sure that when you start work, you know how much work you're going to do you know what time you have you know when your appointments are, but they're never going to be able to do that work for you so they're there so that you can fill them in without having to carry things in your mind, I've once heard someone say that's the worst place to carry anything is in your memory. And then know that you actually do have to begin working. Is it a good idea to plan every hour of the day and a planet and leave little time for free decision making throughout the week. I would recommend not doing that. I think it's quite it's quite a good idea to be aware that life is flexible, and life is changeable. And we need to adapt to that, we can have perfectly planned weeks for specific goals, and then news will come about something that's happening in our family or to a close friend and that schedule fly out the window, and even if you have a flexible schedule, it will be affected, a bit by that but I think it's a really good idea to to leave a bit of flexible time, honestly, yeah to leave a bit more flexible time in your day, then plan, and not just plan out everything. Okay.

40:07

So that's just a little bit about working with planners, I would really recommend for those of you who don't work with the weekly planner, give it a go and give it a go, every day for two weeks and see how that works. See how you feel, how comfortable you are with your planner whether it works better if it's physical or on your phone and give it, give it a go and see how it helps because I think that plan is can be extremely useful tools. In terms of using time wisely. This is going back to what I was saying about how we relate with time as humans, and I think a really basic principle is that we relate with time in cycles. So a really useful thing to do if you can is to build a bit of ritual and repetition into your day, or into your days. So I would say a good way to start with this is to think about what are the times that you should protect from study, where we're at, what are some times that you need to put aside so mealtimes. It's pretty important to use mealtimes, as a social thing when you can. Eating with other people and talking with them is so, so important and crucial human well being really. And another thing that are another set of times that I would recommend, protecting from study are sleeping hours, so I don't know whether you're a night owl or a morning bird but I would recommend not working between 10:30pm and 5:30am, um, even if you like to wake up early in the morning, use that morning time for other things, go for a walk, do some stretches enjoy a nice cup of something, write a letter, do some reflective journaling do something that's not studying, So I think protecting times from study is really important, leaving space for sleep, and leaving space for sleep, getting ready for bed and also waking up and rituals or habits is really important. I'm also going to suggest one principle which is going to sound mad, but I promise you, if you can do it, it's extremely useful and that is to keep one day of the week, free from study. It sounds crazy, I know, but it's a really, this is part of the cycle of focus rest, sleep. Being awake. The day of the week free from study you can you'll be amazed by how ritually, you will feel those days with personal development with cultural or religious commitments with household chores or creative tasks, but keep that day, one day a week free from your schoolwork and what that's going to do is, it means that when you do study, you'll be much more focused, you'll think about using the time more carefully and you'll also be able to work with a higher level of focus, knowing that you will

have a proper break. And this is a practice that I wish I had learned earlier, I only started practicing this during my master's degree, and throughout my PhD and I noticed that my work efficiency increased my sleeping patterns improved. I felt better, and my work efficiency actually improved it actually improved when I began taking a day, a week, one day of the week off from work, and focusing on the other aspects of my life that day of the week it meant that it was easier for me to see friends, yes that non study day can be flexible. How do you avoid guilt from taking time to not study, that's a really good question. I think that it's hard to avoid guilt but a really important thing to say as yourself is I am more than my study, I am more than my marks. I am a person. And that means that other parts of my life require time require focus require energy, and taking that time is really important. So, I think, the guilt might still be there but just try, just do your best to to find it and you can tell you can tell that guilt.

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You're unnecessary, I will work harder when I am working, and when I'm not working, which is this one day we come not studying, I will work at the other parts of my life, and I will work at resting or growing, socially, spiritually, culturally, creatively. These are things that you can do. And Oh brilliant okay great, I've seen some questions about scheduled breaks and I'm going to get to that in a moment. So, where you do have free time, or unscheduled time. I think it's a really good idea to try to, to try to schedule sessions if you can for specific subjects which is helpful when you're balancing different tasks. To know this is, this afternoon, or this, this period of this day I'm going to try to focus on this subject of this paper, just so that you can get into a rhythm of thinking, and within that time, I have suggested that it's a good idea to work in time to study or break sessions. Again, this is something that I wish I had implemented in my studies, much earlier. Just for an anecdote. I began using the 90 minutes of light followed by 30 minute break model. In the second year of my PhD, I actually took on a musical commitment, that meant that I could only work in my PhD two days a week and I was terrified that my supervisor would turn around to me and say, Jessica, this isn't good enough, you're not working hard enough, you need to drop that commitment. Instead, at the end of the semester for a term she turned around and said to me, please remember to take a weekend every now and then. And I was only spending two days a week, on my PhD thesis, but what I was doing was I was working in time to study and break sessions. So we'll talk a little bit about time study breakout sessions. Now, and you may have heard of the Pomodoro Technique this recommends that you work for 25 minutes and take a five minute break, and some people find that really helpful. It's very good if you find it's really helpful actually if you find that your attention span wanders easily because 25 minutes is a very focused, short amount of time, you know, there's a little break coming up, and then you can get back into work. I also find though, that for me 25 minutes is not enough time for me to really focus or I begin to focus about 10 minutes in which means I only start, I only get 15 minutes of focus and then a little alarm goes off and says, Have a break and I'm like, Oh, this is really annoying. I was just getting into something, and absolutely breaks the flow. So, what I think can be helpful is actually working in longer study sessions, and then having a break, and the reason I think that this can work better is if you give yourself 75 minutes or even 90 minutes to start working on a goal, or just start work knowing that you're going to have a break.

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It's hard going really for the first 1015 minutes, but when you do start getting into work, you can start making connections and thinking more, you can start thinking more deeply. And when you take that break your brain doesn't stop thinking about what you were thinking about before. The human mind is

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this incredible organ, this incredible entity where unconsciously subconsciously, your mind will still be thinking about what you were thinking about it will still be making connections. And so when you go back to work after a break and I really recommend using that break as a break, have a conversation with someone get a cup of tea, if you like tea. I love tea. I drink too much tea, And using that break is a break. It might feel difficult to get back into work, when you've had a break. But if you know that it's a longer session and you think, Alright, well, it's 90 minutes, you will ease into it because let me tell you, if you have sat down for a 90 minute study session and you have taken other precautions like time locking certain apps on your phone, you're going to get a bit bored of not doing anything after a certain amount of time and you will remember what it was you were working on. It might take a little bit of time to get back into the flow, but you will get back into the flow. And the reason I recommend taking a break rather than running with the flow all the time is occasionally you can run with the flow, but it's not sustainable. Sometimes the flow comes, sometimes it does and you don't want to fight it, and maybe once in a while, you should run with it. So the other day I had a writing flow, I wrote 5000 words in a day it was even by my standards I was really happy with it, it was remarkable. I put it aside, I could not repeat it the next day, that's the thing, if you run with the flow, all the time, it's not sustainable, because we can't always focus for several hours at a time. So if you practice this discipline of taking a break. Occasionally breaking the flow purposefully knowing that you're going to go back to a focused time of study, then the flow will return. And actually, you'll have a clearer mind, because you've taken a break, get away from that screen, have a chat with someone, stand up and stretch your body, your mind, they will thank you. and you'll be able to sustain the next session of study a lot better than if you hadn't taken a break, because otherwise what happens is you go with the flow and you can focus maybe for two and a bit hours, and you're like, that was fantastic and you have a break and then you're like, Yeah, well I work for two and a half hours so what's happening on Twitter. Oh, interesting. Instagram. Oh, I should look at the news and be a responsible human being, and it's easy to not get back into work at all, after having had one productive session. Um, okay, I can see that someone's put in here a comment as well. When I take a break between study sessions, I'm still thinking about the revision and not actually relaxing. Do you have tips for thinking about something else for a while, I actually do, um, if you can get in contact with a friend or a family member who's nearby and say, I'm taking a break from this time, can we have a cup of tea or. Let's talk about X, and pick a topic, I don't know. A show that you're watching a show you were disappointed by something that you look forward to doing when you can go through it again and pick a topic of conversation before you even start talking, so that you've got at least one topic that will take your mind, your conscious mind off the work that you've been looking at. Um, so I think that's a really good way to make sure that you use your break is a break, get in contact with a friend or someone you live with, and say, Okay, I'm having a break. Can we have a quick chat or scheduling a walk and saying it might only be 15 minutes or it might only be half an hour, but I'm going to at least take this little walk to see this thing or walk around the block, and then I'm going to come back and keep working. I think that planning a little bit, what you'll do in a break can be very helpful in that regard. Does anyone have any questions.

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Well if a question comes just put it in the chat, and I will continue to monitor the chat. So just a few more things on notes and working to time, I think one of the greatest temptations, is to not properly work to time but to work to goal. And what I mean by that is, it's very easy to sit down and say, I have 90 minutes to work I want to write this essay or something like that. And I think that, I think that the

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great temptation and the danger with that is if you can't. If you encounter any kind of obstacle in your goal, it's very easy to get frustrated, and to keep working at that goal, to not take a break to get more frustrated and hungry and distracted, and it's actually less time efficient than if he took a break, went away, came back and said, Look, this was really annoying but I, I, I broke. I didn't meet this goal I didn't do finish writing, the thing I wanted to write I didn't finish answering the problems I wanted to answer, but I'm just going away I'll go for a walk. I'm going to go back and then I will look at it again with fresh eyes, having, you know, seeing different things, having had some food having spoken with someone else. And when you get back. I think the way to get back into the study mindset, after you've been on a break, is to remind yourself what was I looking at what was I doing, look over the last things that you were writing and start thinking what comes next. So I've got a note here that a really useful thing to do is to actually break a larger goal into small chunks. And I think that it's really important to know that that's actually how we work, we don't often sit down and say, I'm going to finish this problem set, or I'm going to read the chapter and write my essay in response, you're going to need to do smaller things, like, read the chapter, summarize, plan, write, edit, there are different goals and different stages of work that you can go through and I think knowing that you're working on a smaller goal rather than trying to finish this a more fiercely large task is very helpful in maintaining and rebuilding focus when you've had a break when you're coming back. When you're working to time. And, okay, I can see some questions that just great, and I can see a question about whether multitasking is worth it. And I don't really think it is. We can do if you are going to multitask because you have to keep it as short as possible. Try not to do more than one thing at a time from, you know if it's going to be longer than 510 minutes don't try to multitask. It's really difficult. You, it's very hard to sustain for long periods of time, unless you're doing some things that are both low focus like folding up your laundry, while listening to a podcast like that level multitasking, fine, focused critical thinking and doing something else, fairly difficult to sustain. What I recommend mixing work and study breakthroughs, for instance work 90 minutes having a 30 minute break than working 25 minutes and having a five minute rest. That sounds like a really wise way to use your time actually, I think that sounds like a good idea. And like a practical idea as well. It's hard to, especially during term time after you've had a school day it's hard to consistently work in like 90 minute sessions. But if it's the school holidays. It's really good to set aside a few days a week, even if it's just two days a week, where you try to work from nine till four or five with 90 minute sessions and 30 minute breaks or one hour breaks for lunch. Just set aside two days a week in the holidays, and I can promise you, you'll get a lot of a lot of study and a lot of work done while keeping several days of your holiday free to have a holiday. And. Okay, great, what I can see a few questions so I'm just going to answer some questions, then come back to the slide. And how do I recommend taking breaks and study if you have short deadlines for school. I would recommend

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taking, I would recommend still taking breaks but looking at your schedule, because your schedule is going to be slightly different to everybody else's. And you know the pace at which you work better than other people. So what I would say is you will still want to make sure that you can schedule enough time for you to do the tasks or enough time, theoretically for you to do the tasks with a little bit of a break. And I really would say, Never try to push yourself for more than 90 minutes without at least a solid half hour break, You can work for shorter amounts of time with shorter breaks, but make sure that you give yourself that rest. I've seen another question about from someone when I break a task into smaller chunks, even when I plan it. I often am not able to finish the whole task in time. Is there any way to

avoid this. Sometimes yes, and then I think in other ways, potentially even sometimes we need to be realistic with ourselves and know that we are not always operating at 100% at 100% capacity. Yes, maybe you can do this task, absolutely you can do this task in this short period of time. And so if you allocate this amount of time for that part of the task, yes it will get done. But other times, That's not going to be the case. So, factor in extra time, because we're not always going to be working at 100% capacity. And I think being gentle with ourselves and being realistic about that is actually quite important. And I've seen some other questions coming through, uh yes I would say, I'm not talking about other screens on during quality breaks. I think that the when you're having a quality break, and using your break to have a break, it's about intentionality, really. So if you are intentionally wanting to enjoy something like wanting to enjoy your show or wanting to enjoy. Yeah, part of a film or a film, I don't know. You can go ahead and use a screen like a TV during your break, but I think it's about being intentional with how you're having, how you're using that time and what you're doing. Always, bearing in mind that if you are going to be watching TV or watching things on the screen, just make sure that your eyes are also having a break, so that you're not always looking at screens. Um, okay, great. I can see some other questions. I've had one question about whether or not listening to music while studying counts as multitasking, totally depends on the person. For me, I am also a musician. I play the pipe organ, piano and the violin, I find listening to music incredibly distracting while I study because I start thinking about melodies counter melodies and harmonies, so I can't do it, but not everyone is like me so if listening to music helps you because it gives background noise or energy or Buzz, go for it. Um, I see a comment here and if I break a larger task down into smaller tasks. I can feel unmotivated because I've not completed the full task. I think that, Um, I think that sometimes this is about reframing our attitude to our work. It's nice to feel like we finished something, but it's also difficult. Not everything can be completed quickly. And I say this, knowing that, you know that's why one of the reasons I bake, as a hobby is because I like having a finished product. 90 minutes on from the beginning, but I like that because I know that not everything is as quick as baking. Sometimes larger tasks just have to be dealt with a small tasks and you can actually think of each little stage where you've read the chapter or you've summarized the chapter or you've drawn together ideas, or you've formed a plan that is actually a task that you've completed, and that is worth feeling motivated about. So I think that's a, that's a framework that's a real, that's just, that's to do with your frame of mind more than to do with the task I think I've seen a question about past papers.

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And that's a very good question past papers are a different form of studying to your everyday weekly study session, and what I'd say is that it's a good idea to practice a past paper if maybe two or three times in its entirety, but you don't want to constantly be doing past papers exam conditions are not regular. Let me put it that way. You're not always going to be studying under exam conditions and whilst it's a good idea to build timed elements of work and revision into your study so do a time to problem set to write a handful of timed essays, I think it's a good idea to not push yourself too much. It's good to do a full practice paper before you've got your mocks and your mocks are there so that you know what it's going to be like when you have the exam, but at the same time it's really not a normal thing. And I'd say, practicing chunks of past papers is going to be more sustainable to do more often than practicing a whole past paper, although I would recommend doing, at least one pass paper before your mock, which is also there so that you know what it's going to be like before the exam. Okay, I've seen a question can you listen to music during breaks, absolutely 100% How do you not feel guilty

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about not doing something productive when having a break or not studying. I read a really lovely article in in an Australian newspaper that actually said that actually tried to reframe our ideas of productivity suggesting that the most productive thing we can do is build some time into doing nothing in our days. I think we can focus too much on productivity, and think about our own worth. In terms of productivity, like, oh, it was a good day, I got this much done. And I think that's, that's a little bit of a thin way to think of ourselves, you as a person you met and more than what you've done in a day. Your day consists of more than what you've done, how present have you been in your day how intentional, have you been in the different parts of your day, I think those are other frameworks that we can use to challenge this model of productivity is the ultimate way of thinking about whether a day was good or bad. Okay. I've seen a question Do I think it's a good idea to break down past papers into half half a break and do the other half later, yeah, I think that's a great idea, and that builds in the break but also gives you a sense of the sort of energy that it will take. When you don't have the break, but you're still giving yourself the break. I really think that's a good idea. I very, I have very rarely in my life sat down, and done multiple practice exams in exam conditions before the exam but I have quite regularly done sections of an exam in timed conditions, so that when the exam came together, it was obviously you have to put more energy in but you also have a bit more of an adrenaline rush in the day because you're like, oh, it's the exam. Okay great, I've got a question here when a task is difficult, I find it hard to take a break from it until I fully understand it. And this usually results in going over the time limit and lacking the motivation to return to the task. I think that the way to break this cycle as difficult as it sounds, is to be disciplined about having a break. If you don't understand something, or you don't reach your goal. Your goal could be to understand something, take a break. And this can sound so unintuitive. It feels unintuitive. The first few times you do it, it's going to feel wrong. I know this because I felt how wrong it felt the first time I reached 90 minutes, and was like, I'm supposed to be taking a half hour break now. Fortunately I had a friend working in a very different subject who said, Oh, can we talk about this and I was like, Oh, I have to now take that break, be disciplined about it, and your what you might find is that when you go back, having had the break will give you a different perspective having had the break will mean that you can look at something with a slightly fresh set of eyes, maybe you'll understand something maybe wait maybe you'll still go back to it and think, Okay, I still don't fully understand this but why don't I understand it, but the point is, after you've had a break, you're going to have more physical energy, to try to understand a problem that you don't understand.

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Pushing through often means that we get thirsty and we get hungry, and when, when we get hungry we never focus as well. And no matter how you react to hunger. It's always hard to think about new complex concepts when you're hungry when you're tired when you're frustrated if you take a break, you'll go back to the problem, and it might still be difficult, but, but I think it's a really good thing to still take a break. I've seen a question if you're on a roll at 90 minutes should you still take a break. I think generally Yes. Generally yes. And I'm not going to say, every single time yes because maybe this is part of a practice paper or maybe you've really got a deadline coming up tomorrow and you just need to, You just want to push through a bit longer and you know that you'll take the break 1015 minutes later, but the general sustainability. Yes, even when you're on a roll, try to take a break, because this is about making sure that the work patterns that you're developing are sustainable, on a day to day, week to week, month to month, year to year basis, and we can't focus all the time. So I would generally recommend when you're on a roll, unless, even when you're on a roll, unless there are pressing or

extreme circumstances, or it's an unusual situation. Generally I would still recommend taking that break. Now I've spoken a little bit about distractions as well and I think it's really important to work through distractions so you're going to want to associate study with specific physical spaces or tangible changes to your Deco. So, I know I can never study if I can see my bed, from where I'm sitting at a table, I just can't, I can't. So, if I can study in a separate room, or if I can't what I used to do was I would rearrange the furniture, when I was studying. And what that does is it says this is the time for study. This is the space for focus. And I'd also really recommend time locking your phone, and having good self control is great, we don't always have good self control. Some apps, forest is a good one, you can grow a forest if you don't touch your phone or your basic screen time app is a really good function, and they've built them into iPhones and Androids, so you can just go on to screen time and you can set up limits, you can set website time limits. There are a few cooking blogs that I have time limited, so that I can't procrastinate on them. You can schedule in downtime, so time lock your phone so that you can't access it all the time because one of the greatest. One of the greatest obstacles to getting into a good focused mindset is mindless, use of a screen and it's so easy it's so easy because our phones do so much we have our alarms not that often, we turn off the alarm. Oh look, I've got a message. Oh look, I've got emails, oh what's happening in the knees, oh what's happening on Facebook. Um, and I think that it's really important to know, therefore, that you need to time lock your phone I've seen a question What if you find researching on your phone, easier than on a larger screen, you don't have to time lock everything which is a really good thing. So if you go into settings in your phone, and I don't have an Android but I know that this app is on Android as well, but you know if you go on an iPhone, you can go to screen time, you can set up limits and you can choose which apps you're going to time limit, you can choose which websites, you're going to time limit, and what time restrictions, you're going to put on them, whether it's when you access them or how much time you can spend on an app on a given day, and that can allow you to still use your phone, functionally for research, for administrative purposes, while making sure that the distracting elements of your phone, are controlled. So, yeah, so I would recommend that. Oh, thank you for this comment you can also add for us as a Chrome extension to block or allow certain websites for certain amount of time. There we go. So use those apps because they are built into our phones, they're very easy to download, they're very easy to use, and they're really helpful. At just creating an extra boundary to that mindless scrolling which can make it hard to set a good tone for work, and a good mind frame for being focused and being present during the day.

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I've also said before that it's a good idea to break a big goal into smaller goals but I think it's really helpful when it comes to working through distractions, because if you're slightly distracted, it's easier to work on a smaller goal than it is to work on a big goal. So don't just aim to write the essay for instance I talk about writing essays because I work in English literature and work out, but writing an essay involves multiple steps, and what I sometimes find from myself, is if I'm working on, on a large piece of writing. I actually have to break up sections onto different Word documents, minimize the other bits and just work on one section on a Word document, and then I can copy paste that into the main document. But from my own focus to give myself a sense that I'm actually just, I just want to work on this one thing this one section. It's easier to do that, and, and it's possible it's actually it's a lot easier to work on a small goal when you're slightly distracted, then to feel like you're tackling a huge goal or a really complex problem when you're distracted, and sometimes we sometimes we do just have to work through mild distractions. We've all experienced that with working from home and online schooling.

There are distractions and sometimes we just have to work through them. And the best way to do that is to make sure that you are working on a small task. Brilliant okay I've seen a question that says What if you're trying to do a group project you need to contact other members but you've logged all social media or communication apps during study time, you can. I think what when that happens, be reasonable about what time limits you're setting on apps, and know that if you are going to override a time limit which you can do actually you can override a time limit, but don't get into the habit of it, but if you're going to like set the time limits in the first place, be reasonable and say, Look, I'm going to limit, social media apps and social media apps during these times because I'm studying but I'm going to keep them free. Thursday afternoons, because we need to communicate as a group, and come back together. The other thing you can do is make sure that you actually still can. You still have access to your communication apps. I don't I don't time lock my emails I just choose to only reply in certain hours of the day, which is something I do personally for my own benefit. But yes, I think that's a good idea. And what I say grip study is a good idea of a positive peer pressure. I think that's a really good idea, if you can do it, do it. I find that really helpful because then you can also time breaks so that there's pressure to have a break so that you actually talk about something that's not your study or talk with another person, at least, and it can be good because if you're in an environment like a library, it can, it can be more conducive to helping you get back into the flow. Great, thank you for sharing. Pauline has commented on, yeah I find it useful to allocate a device in the home solely to work I think that's a really good idea. And how do you stop yourself from overriding time limits too often. I would suggest actually altering your time limits if you find that you're constantly overriding them, that means that your schedule is not incept with the way that you're working at the moment. So, make the limits less severe slightly less severe, so that you're more likely to keep them, and then you can always extend the limits when you're actually keeping to your time lock limits, but I think it's really important to be realistic with yourself, with your work, and to and to know that sometimes our ideal selves are not that close to our actual selves are in the given moment, and sometimes we need to work to get them. So, yeah, I think, be flexible but reasonable with your schedule. If your schedule, or what you're doing with overriding time locks in your apps. If it's less than 65 70% accurate with what your actual day to day schedules look like what your actual phone use looks like. You might need to design a more realistic schedule that you can follow for the most part, and then when you've adapted to that then you can bring in bigger changes. Ah, yes, thank you. Um, you can have someone else set a password. There we go. If you really can't trust yourself, bring the parents on board.

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But I think it is important to be realistic, it's not, it's not realistic to try to build a schedule that we will never live up to because all that's going to do is make us feel anxiety and guilt but we're not living up to that schedule. What we can do though, when you've got your schedules, is we can think about how you're going to prioritize your use of time. And I think it's really useful to know that when you're prioritizing a task urgency and importance are not always the same thing. So I like the Eisenhower matrix, because if something is urgent, that means that it's, it needs to happen by a set date by tomorrow. I need to fill in this form by this day, I need you know, in two days I need to hand in my assessment that's urgent, maybe, you know, I have this application it's due in three days. It's urgent. What's important is not always urgent, you know, it's important that I call my grandmother and see how she's doing. Maybe that's not so urgent I don't need to do that today, but I need to make sure that I do that. So, schedule it planet, but don't feel that you need to do it immediately. It's also good to know that

sometimes things are urgent without being important, I can see your question I'll forward this PowerPoint and see if you can have access to it. And it is also important to know that some things that are urgent are not actually that important. It might be urgent for you to do a load of washing in the house, a load of laundry because you realize you're running low and something's it's maybe not the most important thing at the same level of making sure you've put in a university application or you've had it in your coursework assessment that's worth a lot of your final grade, but it's fairly urgent, so delegate it do it efficiently, know that it won't have to take up much time, but knowing that what is urgent, unimportant should be your first priority, what is important but not urgent is something that you can schedule for later. Something that is urgent but not important, is something that you can do quickly or delegate. It's also useful to know that sometimes you look you'll fill out a table and say this is not urgent and this is not important. I can say no. And learning to say no, it's actually really hard but really important, because you can look at, you can think about something and say, I've been asked to be involved in this committee. Is it urgent. No. Is it that important. Maybe, maybe you did it because he felt maybe it is important to you. In which case, it's important but not urgent, but maybe it's not important, maybe you do it because you felt like you should do it or you felt bad saying no, or you felt bad leaving someone on their right, if it's not actually that important, and it's not urgent, and you're, you know that you have your limits, say no. And I've seen a question Do I complete this table every week before organizing my schedule for the week, I think, use these matrixes sparingly. So, only, so I use priority matrix when I feel that my mind is muddled and there's too much for me to think about for me to know what is important and what is urgent. And that's when I use a table. So, I use the priority matrix maybe once a month, really, if I've got a busy week coming up, I will use it for that week, so that I know what my priorities are in any given week but I don't think you need to make one every week unless every week for a period of time is hectic. There's an alternative matrix which has to do with impact, but it's quite similar, really, what must you do because it's important and urgent, what do you need to do because it's urgent. What should you do at some point because it's important but not urgent, and what's something you could do, where you could not do. So they're quite similar really I think my personal favorite is the Eisenhower matrix, um, just because of how neat it looks. Um, but I find this matrix really helpful way of working out what your priorities are. Because what is important is not always what is urgent, and what is urgent is not always what is important. So I find it really helpful. Maybe for the start you might want to do one of these a week, but I don't think they need to be done on a weekly basis. Yeah.

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So when you are using these prioritization aids as I said yes, update it maybe on a monthly or fortnightly basis, but use it in conjunction with your calendars your planners, because your weekly or monthly planners will help you see what your schedule looks like or what your time looks like, and the prioritization aid will help you think okay, how am I using my time, or what should I prioritize within my time. And I've also put in a note here at the end, that if you know that you struggle to keep real deadlines build false deadlines, into your timetable, or into your schedule, I do this all the time, I have a color coding system where I put my false deadlines in in pencil and the real deadlines in in pen, but it still means that I'll look down my weekly planner and see a deadline penciled in and, and it will say deadline so that I go, Oh, I should start working on that, and, and it's, it's quite helpful, um, as long as you actually treat it as a deadline, but know that you don't need to beat yourself up if you don't make it. And I think one thing that's really important to talk about is perfectionism and procrastination. So, a few

people mentioned at the start that procrastination is something you struggle with. And I think it's really important to understand what procrastination is and what it can look like and what perfectionism is because I think, quite often, procrastination we talk about it like it's a dirty word, but quite a lot of the time it's linked with perfectionism. So perfectionism is really when you visualize a task, and you have a sense of what it should look like you have a sense of how well you think you should be doing a task and you berate yourself for not reaching that imagined goal, and you can start berating yourself for not reaching that goal from the very start, and this often happens, it often happens, I almost always have to fight perfectionism whenever I start in you, Article chapter essay, even an abstract, you name it, and I have I start writing and I go this is not eloquent. This is clunky. This is. That's really weird grammatical sentence I need to fix that up, and it's very easy to go oh no, I can't do it, I can't do it I'm putting it aside. But the problem is, that is giving into perfectionism, which isn't realistic. The fact is that where our work is not going to be perfect. Nearly all of the time, our work is going to have mistakes. We can edit things we can edit rubbish you can't edit nothing that's something that I tell myself all the time I can edit rubbish. I can't edit nothing, and beginning is actually just so important so you don't need to be perfect, and you won't be judged for not being perfect. In fact, the work we produce is rarely if ever perfect, what we can do is we can make the best work that we can in the time that we have in the conditions we have might be the most eloquent piece of problem solving or essay writing, or, you know the composition work probably not, but that doesn't matter. That's not what you're, that's not the goal and that's not the standard. So that's a little bit about perfectionism. It's hard to beat, it's really hard to beat. But just keep telling yourself over and over. It doesn't need to be perfect. That is not the standard. I just need to do the best that I can in the time and circumstances that I have just tell yourself that over and over until it begins to feel real, because that is the standard of work, not this ideal goal that we have in our minds.

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The other thing about procrastination though is practically what it looks like is it can take a few, a few different forms so procrastination is when we delay an action, usually because we don't know how to begin, or because we're convinced that we won't do the job well enough, and it might look like mindlessly letting time pass, it might look like sitting there, scrolling, getting distracted, or it might look different, it might look like being extremely productive working on something that is important but not urgent, or something that is neither important nor urgent, and I think that's where that's often what productive procrastination like house cleaning or food planning looks like. Those are my weaknesses and tendencies, you might have other ones, but I think it's really useful to know actually that what you're doing then is you're is you're putting something off by doing things that do need to be done at some point but you're just not doing them in the right order, which is where the prioritization matrix is helpful because it reminds us what we want to do. So, moving forwards. I think one of the problems when you don't know where to begin is to just sit down and break the task down to break down the problem set to break down the goal, and to say what are the stages that I need to complete in order to meet this final goal, how can I work on a small stage. If I'm finally at the writing stage of something and I just don't know where to what to write or where to begin. Can I open up a document, and just start working on one section just one section so that I don't I'm not staring at a blank page. The there is work that I'm doing. If you don't know where to begin break the task down into smaller stages and work from the easiest stage. And that is a practical way forward, if your problem is perfectionism, then try to practice reframing your thinking reframe the story that you tell yourself, you are more than your results, you

don't need to produce brilliant results all the time. In fact, any given piece of work you do will probably not be a masterpiece. Your goal is to produce the best work that you can in the conditions that you have. That is your goal, not to produce perfection. And I think if you're working through productive procrastination bring out that priority matrix and remind yourself what is urgent and important, that I'm putting off by doing something that is important but not urgent, or non important and non urgent or urgent but not important and then quickly moving to the other things, and what you might want to do is you might want to do a little bit of a ratio game for every three things that I do that are important but not urgent, urgent but not important or completely not urgent or important, I am going to spend this much time or I am going to work on the thing that is important and urgent and balance that in a ratio because you're never really great to get rid of all of your productive procrastination tendencies if you are. If you can, amazing, but if you can't, then you're human, like the rest of us, but what you can do is you can bring things into balance and bring things into check. So yes, work with your personality book with your traits, balanced them, and I think the priority matrix will be really helpful in making sure that you know, and continue to value and prioritize what is both important and urgent. Okay, I can see a question. Two questions, I'll go in order is reviewing or editing a task after a rough first draft better done soon after completing the task or a couple of days later, I recommend if you've got the time a couple of days later, at the very least, I would recommend put off the editing for anything until the next day, sleep on it and you will look at something differently. If you, if you've been working on something online and you can print it off and look at it, do that because we see things on paper that we don't see on screen. I can confirm that this is what happened. Yeah, so I would say if you've got the time don't edit on the same day but if you don't have the time, make sure that you have a meal, how to have a break, do something different and then go back to it so that when you edit you edit with fresher eyes. That means that you will be able to make clearer edits, and I can see a question What if everything distracts you, for example your stationery or even your own hands. I think that when that happens,

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it's it's good to to work with all this, actually, if you know that you're going to get distracted. A lot of the time. See if you can arrange studying with another person with a friend who you know, works well, or who doesn't struggle to the same extent that you do, because that can be that can create a friendly sort of peer pressure or a friendly environment that fosters focus, and in some ways we can't help what we do. If we get distracted by everything that's not something you can always help. But you can work at trying to minimize the distractions and maximizing the chance that you'll be able to focus and focus for longer periods of time. And I think ways we can do that are time locking apps in your phone, associating a specific place, or a specific physical setup with the goals of studying. I'm working with other people so that we can time breaks with another person but also time working sessions so we kind of have to focus and being realistic with. When you start working to time with how long you think you can actually work to time, and then building up from there. I think those are some practical ways, and sometimes a little bit of willpower. In terms of realistic expectations I think it's important to have realistic expectations don't look sideways at other people when it comes to studying, or when it comes to results just work at improving on what you're doing, improving on your own results improving on your own ability to focus, improving your own ability to be disciplined with breaks and therefore be disciplined when you work and differentiating the two by being very, very intentional about whether you're trying to work or trying to have a break, expect that you will sometimes struggle to meet a deadline. And if you can build in false deadlines or extra time, expect that you will sometimes procrastinate and that you

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can't plan every hour in your week because that's just unrealistic, but also expect that you can improve, you can become more focused you can become a little bit less distracted, and you can do these things, it's really easy sometimes to fall into a false narrative about ourselves and think, I am like this, I am like this. The thing is we can all change, we can all become a bit better at what we do we can all work a bit harder, we can all become that little bit less distracted, and we might not match someone else's productivity, we might not meet someone else's expectations that doesn't matter. What matters is that you're working, and improving on who you are and what you can do, knowing that you are capable of working with your non scheduled time. It doesn't need to be this antagonists, that means he can't get things done. It doesn't need to feel like something slippery that slips away. Time is a resource, and we can work well with it, and we can learn how to work well with it. If we're intentional. And if we work with the principle that we work with cycles. So, yeah be methodical, break your large goals into smaller goals, delegate tasks and be disciplined with your breaks. And so that you can be more disciplined with your work. And I think these are just really important principles that you're more than your degree you're more than your work, you're more than your, you're more than your class were made to work and rest in cycles. And so, use that principle of cycles in the way that you have in the way that you build time of study into your week, as I said, I recommend taking one day off a week from school study so that you can use that to build your social creative, cultural, religious selves. know how much time you actually have so sit down and work out how much unscheduled time you're working with, use that time to structure in breaks and study and be disciplined with breaks, and know that your work is never going to be perfect, but what you can do is you can make it the best that it can be in the time and circumstances that you have when it comes to prioritizing tasks know that importance and urgency, are not always the same thing.

1:35:36

And also it's okay to sometimes feel apathetic about your work but continue to work in disciplined ways through smaller goals of smaller tasks. And if you do all these things, and something slips you forget to fill in your planner one day, you really you, you get, you fall ill and you actually can't do the study you planned something big, comes up that's good or bad and requires emotional energy. That's all right. That's life. If your schedule slips, don't feel that you need to make up for that lost time by waking up early the next day by waking up early for the next week, by staying up late for the next week, just acknowledge that sometimes we will lose a day here or there and keep working, keep working go back to the schedule go back to your cycles, and don't push yourself too hard because we are human and working well with time, involves recognizing our limits. Thank you everyone for listening, and we've got just a few minutes left so if anyone has any questions, please feel free to ask.

1:37:06

Okay, fantastic. There's a question about great projects with a limited time till the final deadline. Okay, great projects can be difficult. In fact, group projects often are difficult. And I think it sometimes depends on your situation if you've got a little bit of time. And you think, I really want to put in more work into this group projects that other people haven't put in enough. Then, if it's really eating away at you and you've got a little bit of time you can put in a bit more extra effort and a little bit more time, but sometimes with a group project, you just, you have to know that working with other people is about working with other people. And if you can set the expectations at the start. That's ideal. If it gets to the end goal, and you're frustrated sometimes that's what, sometimes that is also what happens with group projects.

Sometimes we just walk away and we feel a little bit frustrated because we did everything we could, but things didn't always come together, and that is also life, so sometimes we can put in more effort, and if you can, and you feel that that's important and you've got the time and the energy, put in a little bit more effort and try to communicate with the group and say look, this is the sad that I'm hoping for. What are your, what are the reasons why you're struggling with this and it could be the other person is struggling with time it could be that there's something big that's happening in their life, and you can say all right, that's all right we'll divvy up the work again in the group. But communication with your group setting expectations. And then also knowing that at the end of the day it's a group project and you do need to work with other people who have their own complications and challenges sometimes means that you'll think, Oh, I prefer the standard of my, of my interpreter of my own work in a given task. And sometimes that is just what happens. And, okay, I've got a question here, how do you begin to get motivated by a task you've been putting off and break it down into the smallest stages and begin with the easiest stage. That's the, that's the thing that you just have to do. You just have to identify the simplest stage to begin and begin it. And then once you've begun a task. It's always easier to continue than it was to start that first step, because you've begun task. And, okay, I've got a question there in reference to working with friends, what if that further distracts you. I think it's important if you are going to work with friends to set the expectation and goal, and to set the to communicate clearly that you're not that you're not just there to talk freely, but that you actually want to have a focused time of work and then have breaks and do it in a way that's scheduled. I think clear communication whenever you're working with other people is one of the best things that you can do. You can't expect that they're always going to want the same thing that you do, or that they're going to want to work in the same way that you will but if you communicate clearly, It's more likely that you'll be able to work together. And I can see a question about how you ensure you keep to a schedule over a long period of time. And I'd say, Build. As long as you're working in cycles of rest and work. It's quite sustainable. So, at a macro level, you're never going to want to work more than six full days a week. And if you've got a school holiday, take a holiday factor that in, and maybe work, one to three days a week, in the holiday, so that over a long period of time, you know that you're always going to have one day of the week off, which is really important for maintaining focus over long periods of time, and maintaining energy, and know that you're always going to build rest into your week. And then it's more sustainable to work. What would I recommend doing in a break instead of looking at a screen, go for a walk, if the weather's good enough go for a walk, make a drink. Make your lunch from scratch, organize the call a friend. There are a number of things that we can do to plan our time and be intentional about a break, and tips for essay writing.

1:41:51

That's always its own talk. Thank you very much, everyone, and I have seen one question Do I recommend slowly starting to spend time looking at some of the studying some of the chosen subjects. Yes, I think when you're on summer holidays, I would say start factoring in a bit of time to read ahead, even if it's half a day a week, that you may be build up to one day a week in the fortnight before school starts. What that means is it means that you're going to keep thinking while still having large amounts of time off, and you won't be so shocked when when school starts again. Okay, um, and yes, I think, easing into a disciplined routine is the best thing to do if you can do it slowly ease yourself into a disciplined routine, a routine that's built around breaks and focus because that is how we work that is how we live, as people. So, working in cycles of focus and rest. And being disciplined with how we do

that, prioritizing our time, and knowing our limitations are some of the best things we can do to work well with time. Okay. Thanks. Thank you everyone.

1:43:23
Thank you so much just joining that was amazing. I know I found it really helpful. So thank you.

1:43:32
Thank you everyone and good luck. Thank you, Haley should say some people did request access to the PowerPoint, should I just send it to you as an email attachment.

1:44:18
Yeah, that'd be perfect if you just I'm sorry, excuse me. Yeah, if you just send me the PowerPoint, I will upload that along with the recording, so everyone will be able to go back and look at it, and anyone who wants to catch up as well. Now, thank you so much for your time. Really appreciate it. And, yeah, other sessions. They can August as well. Lovely. Well, I'll see you next week. See you next week bye.