

Time Blocks

How can you organize your time?

This strategy consists of **blocking off times** during your day for specific tasks and doing only those tasks during the allotted time

This could be for smaller, daily tasks (for example: give yourself an hour everyday for your morning routine) or for bigger tasks that need to get done on a specific day.

During these blocks of time, it is helpful to put your phone away and limit external distractions so that you can get your tasks done efficiently in the time you have given yourself.

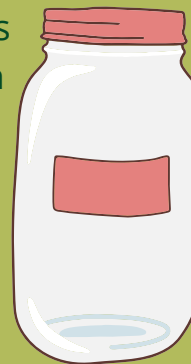
The Glass Jar Method

Learn how to think about your tasks before you take them on

- Imagine a glass jar that you put rocks, pebbles, and sand into. Shake up the jar and the sand falls to the bottom with the pebbles above it while the rocks stay on the top.
- If you think about your tasks this way, it can give you a good order in which to complete them: **take on the rocks first** (the most challenging and time consuming), and then move onto the pebbles, and **finish with the sand** (the easiest/most fun tasks).

Why it works

Not only does getting the toughest tasks done first reduce stress, it also allows you to use your motivation and energy in the most efficient way possible. If you leave all of the most difficult tasks to the end, you are more likely to be too tired and unmotivated to do them well or at all!



Time Management Techniques

Learn more about Carna at carnamentalwellness.org



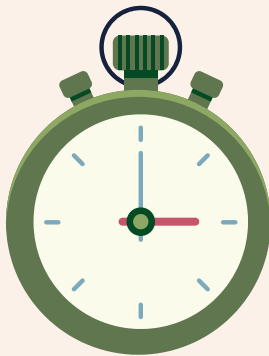
Contact us:
carnamentalwellness@umich.edu
or [carna.mentalwellness](#) on
Instagram and Tiktok

Self Timer

Ways to keep yourself on task

There are many ways to structure a self-timer-based work session. You can set a timer for 45 minutes and give yourself a 10 minute break, set a timer for 2 hours and take 30 minute breaks, or even just try to sit down and work for 20 minutes.

Studies have shown that **it takes 15 minutes to get back on task** after a distraction. That is why it is important to put your phone down and **limit distractions** during the time you have decided to work so you can be most efficient with your time



Why it works

It is not realistic to expect yourself to do work all of time. This technique allows for built-in time for distractions, self-care, and fun. **Taking breaks while working will actually make you more efficient in the long run!**

The Eisenhower Box

It was good enough for a president
~_(ツ)_/~



These categories can help you decide what's worth your time and effort.

*Note: Some of the activities in “delete” may still be useful for self-care or de-stressing time, but may be eliminated during your periods of focus.

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

Last Thing:

Remember, find what works for you!

Every individual is beautifully unique. This means that how we manage our time should be unique as well! Just because your friend studies best with a self timer, that doesn't mean you will too. Try out different techniques to find out what works best for your brain!

Some other techniques to look into:

- To do lists
- Rewarding yourself when you complete a task
- Goal setting

Follow Us on Insta for more mental health tips!

@carna.mentalwellness