

The Teach Los Angeles Regional Collaborative

presents

TEACH FOR LA!

Virtual Workshop Series

4TH REGIONAL TEACHERS & FUTURE EDUCATORS CONFERENCE



www.teachlarc.org

SAVE THE DATE



REGISTER HERE!

May 3-7, 2021

FOR MORE INFORMATION CONTACT

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Funded in part by the California Community Colleges Chancellor's Office, Los Angeles/Orange County Strong Workforce Program
Regional Allocation Funding

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WELCOME



*If Not Now, When? Effective Strategies for Time
Management*

Tuesday, May 4th

4:30-6:00 pm

Moderated by: Dr. Marini Smith

**This workshop may be recorded by the host. All recordings will be posted in the
teachlarc.org website, YouTube channel and other teacher-related resource website.**





FAQ's:

Will I receive a certificate for this session?

Yes, please include your first and last name and e-mail in the chat and a certificate will be sent.

Will a session recording be available?

Yes, please check the teachlarc.org website after May 7th for session recordings.

Thank you!



Time Management: There's No Time Like the Present



DR. MARINI SMITH
ASSISTANT PROFESSOR
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**“No matter how busy I am, I’m never too busy
to stop and complain about how busy I am.”**

Session Description

Do you feel like there is never enough time in the day to balance all of your commitments? Do you struggle with procrastination, or experience anxiety when deadlines are looming? You are not alone. Participants in this workshop will learn helpful tips for enhancing their time management skills, including realistic goal setting, maximizing their efficiency, and reducing stress and anxiety. We will also dispel some common myths about time management. We are glad you could join us- there's no time like the present!

(Quick poll)



Agenda



01

What Is Time?

02

Myths

03

Goal Setting

04

Efficiency

05

**Reducing
Stress and
Anxiety**

Let's Talk About Time

Yesterday is history

Tomorrow's a mystery,

But today is a gift-

That's why they call it the ***PRESENT***





Time is a Non-Renewable Resource

Once it is gone, it is
gone.

You will never see this
moment again.





“Time isn’t the main
thing. It’s the *only*
thing.”

—Miles Davis

How Much Time Do You Have?

- ▶ 24 hours in a day
- ▶ 168 hours in a week
- ▶ 8736 hours in a year
- ▶ 87,360 hours in a decade
- ▶ 698, 888 hours in an average lifetime (80 years)



10,000

- ▣ Experts say it takes at least 10,000 hours to master something



To Realize the Value of...



- ONE YEAR, ask a student who failed a grade.
- ONE MONTH, ask a mother who gave birth to a premature baby.
- ONE WEEK, ask the editor of a weekly publication.
- ONE DAY, ask a daily wage laborer with kids to feed.
- ONE HOUR, ask the lovers who are waiting to meet.
- ONE MINUTE, ask a person who missed the train.
- ONE SECOND, ask a person who just avoided an accident.
- ONE MILLISECOND, ask the person who won a silver medal in the Olympics.

YOUR LIFE = 28,835 DAYS

**WHAT WILL YOU DO
WITH THAT TIME?**

Common Myths



- 01 “Time management is nothing but common sense. I do well in school, so I must be managing my time effectively.”
- 02 “It takes all the fun out of life!!!”
- 03 “Time management? I work better under pressure.”
- 04 “No matter what I do, I won’t have enough time.”

The Reality of Time Management



- 01 Increases productivity
- 02 **Reduces stress**
- 03 Improves self-esteem
- 04 **Helps improve balance in life**
- 05 Increases self-confidence
- 06 **Helps you reach your goals!**

Goal Setting

- ▶ Make your goals specific and concrete. Don't be vague.
- ▶ Set both long-term goals and short-term ones to support them.
- ▶ Set a deadline for your goals.
- ▶ Integrate your goals: school, personal and career.
- ▶ Realize that goals change, but know which goals to stick to!



SMART Goals

Specific

I will earn a 90% in my math class.



Attainable

I will join a study group and attend office hours 1x/week.



Time Bound

I will keep track of my progress weekly until June 6th.



Measurable

I will submit all assignments and earn at least 88-92%.



Relevant

Keeping up with assignments, lectures, and notes will help me to clarify any confusion.



Break Outs

6 min

SMART Goal Setting

Create a SMART goal for something you want to accomplish this semester.



Balancing Your Schedule

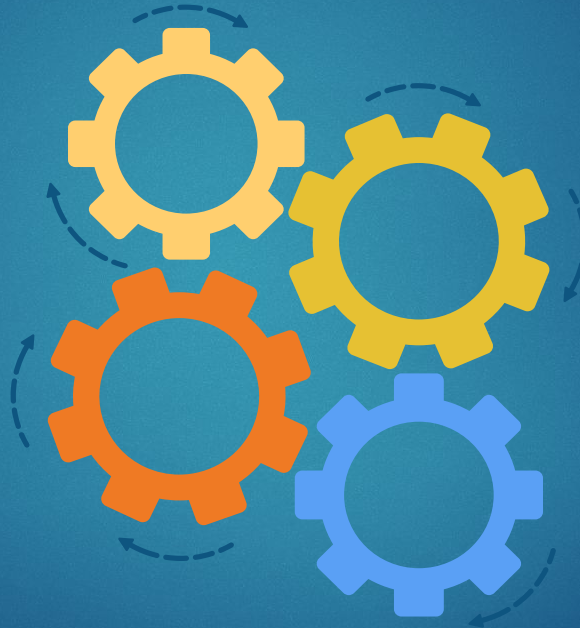


01 Obligations

Block all important set time obligations (i.e. Zoom meeting)

03 Study

Reserve time in your schedule for study time. For every hour in class, you should be spending two hours outside of class!



Syllabus 02

Note class schedules, weights of activities, highlight all exams and project due dates

Sanity 04

Make sure to give yourself a break and do something fun-
RESET

 View Course Stream

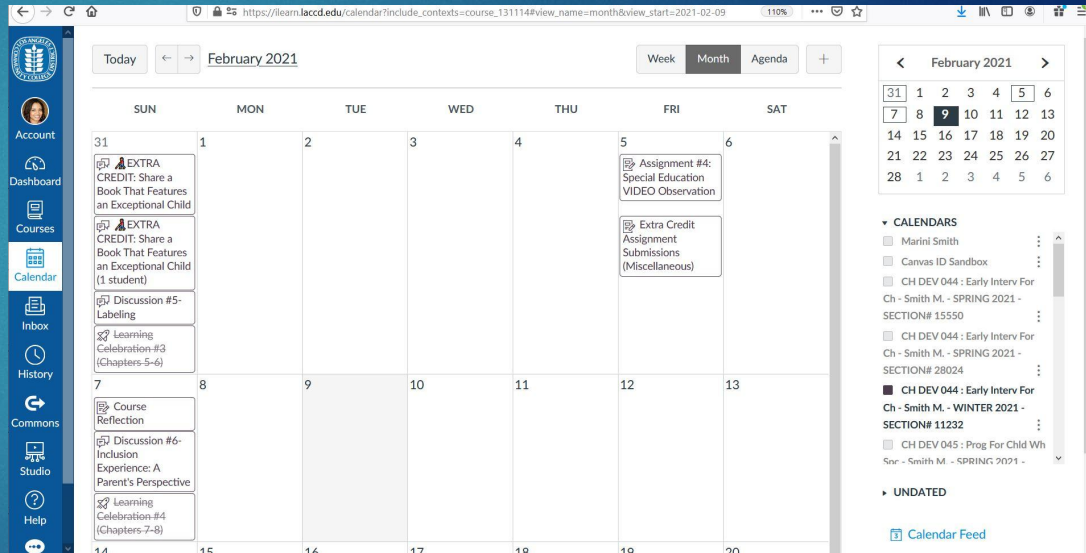
 View Course Calendar

 View Course Notifications

To Do

-  **Welcome from Dr. Smith!** 
Feb 7 at 7pm |
-  **Greeting Message from Dr...** 
Feb 8 at 8am |
-  **Welcome to Week 1: Let t...** 
Feb 9 at 10am |
-  **Zoom Orientation on Frida...** 
Feb 9 at 12pm |
-  **EXTRA CREDIT OPPORTU...** 
Feb 9 at 3pm |
-  **? Syllabus Quiz** 
10 points |
Feb 10 at 11:59pm |
-  **Student Introductions: ...** 
10 points |
Feb 12 at 11:59pm |

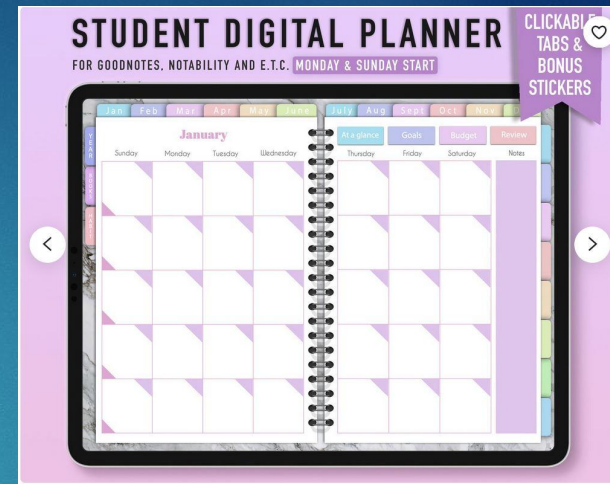
Canvas Calendar



The screenshot displays the Canvas LMS calendar interface. The top navigation bar shows the URL https://learn.laccd.edu/calendar?include_contexts=course_131114&view_name=month&view_start=2021-02-09. The main view is a monthly calendar for February 2021. The calendar grid shows days of the week (SUN to SAT) and dates. Events are listed for specific dates, including 'EXTRA CREDIT: Share a Book That Features an Exceptional Child' and 'Assignment #4: Special Education VIDEO Observation'. A right sidebar lists 'CALENDARS' and 'UNDATED' items, including 'Marini Smith', 'Canvas ID Sandbox', and 'CH DEV 044: Early Interv For Ch - Smith M. - SPRING 2021 - SECTION# 15550'.

Calendar

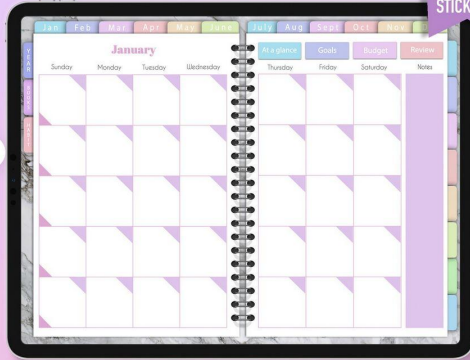
- ▶ Other Ideas:
 - ▶ Post-It Notes
 - ▶ Apps
 - ▶ Evernote
 - ▶ Noteshelf
 - ▶ GoodNotes
 - ▶ Google/Outlook calendars w/alarms
- ▶ Wall or Desk Calendar
- ▶ Planner (Daily, Weekly, Monthly)
- ▶ Printable Calendars
- ▶ Excel Spreadsheet
- ▶ Any Others?



STUDENT DIGITAL PLANNER

FOR GOODNOTES, NOTABILITY AND E.T.C. MONDAY & SUNDAY START

CLICKABLE
TABS &
BONUS
STICKERS



JANUARY

MONDAY

6

CLASS

ASSIGNMENT

DUE DATE

TUESDAY

7

CLASS

ASSIGNMENT

DUE DATE

WEDNESDAY

8

CLASS

ASSIGNMENT

DUE DATE

THURSDAY

9

CLASS

ASSIGNMENT

DUE DATE

FRIDAY

10

CLASS

ASSIGNMENT

DUE DATE

SATURDAY

11

SUNDAY

12



Efficiency

- ▶ Procrastination
- ▶ The Power of *NO*
- ▶ Multitasking



Forms of Procrastination

- Ignoring the task, hoping it will go away
- Underestimating how long it will take/overestimating your abilities and resources
- Telling yourself that poor performance is okay/insisting on perfection
- Doing something else that isn't very important
- Believing that repeated "minor" delays won't hurt you
- Talking about rather than doing it

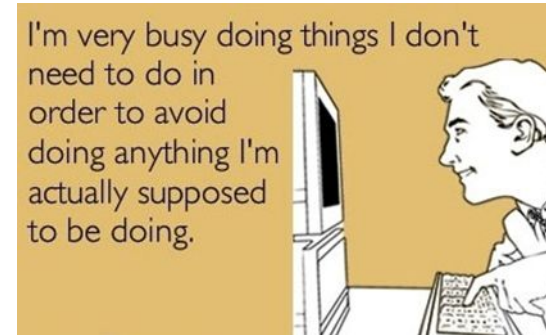
How to Overcome Procrastination

- ▶ Win the mental battle by committing to being on time.
- ▶ Set and keep deadlines.
- ▶ Organize, schedule & plan.
- ▶ Divide a big job into smaller ones.
- ▶ Find a way to make a game of your work or make it fun.
- ▶ Reward yourself when you're done.
- ▶ Tell your friends and roommates to remind you of priorities and deadlines.
- ▶ Learn to say "no" to time wasters.



Tackle Time Wasters

- ▶ Learn to recognize when you're wasting time.
- ▶ Decide what you need to do and can realistically do.
- ▶ Learn how to say "NO" when you don't have time.
- ▶ Return calls/texts at your convenience. The phone is a major time killer.
- ▶ Learn to say "I can't talk right now. I'll get back to you."
- ▶ Wasting time is often linked to a lack of self-discipline.
- ▶ Ask yourself, "Do I really need to do this or not?"



Learn to Say No!

- ▶ Avoid the temptation to socialize when you've scheduled work.
- ▶ If friends ask you to join them last minute for a socially-distanced outing or Zoom hangout, decline outright, but ask if you could get together later in the week.
- ▶ Socializing is important when you don't have other things to worry about!
- ▶ Study somewhere you won't be tempted to chat, watch movies or YouTube, or use social media.
- ▶ Texts are a major distraction. Put your phone away or on silent.



Multitasking: Good or Bad?



Multitasking- Good or Bad?



Dividing your attention



Focusing on multiple
things at once



Something won't get
the attention it needs to
be done well



- Not only did the students who were multitasking score lower on the quiz but those sitting around them also scored lower
- “The students in the first experiment who were asked to multitask averaged 11 percent lower on their quiz. The students in the second experiment who were surrounded by laptops scored 17 percent lower.”



Prioritizing- Are you Working your “A’s Off?

How would prioritize this list of daily tasks?

Write the underlined word of the tasks

which would be on your

“A” List (*have to do*)

“B” List (*need to do*)

“C” List (*want to do*)

Buy laundry detergent.

Write an eight-page essay for English.

Prepare for a Biology quiz.

Dust the keys on your computer.

Review for midterm test that counts for 50% of grade.

Schedule an appointment with a Professor.

Complete a journal entry.

Email a friend about a sale online at your favorite shop.

Shop for a new pair of athletic shoes.

Practice your Tik-Tok routine.



Are you working you're "A's" off, or do you have C-fever?

"A" LIST

- 1 *Midterm test that counts for 50% of grade.*
- 2 *Write an eight-page essay for English.*

"B" LIST

- 3 Prepare for a quiz in Biology.
- 4 Schedule an appointment with a Professor.
- 5 Complete a journal entry.

"C" LIST

- 6 Buy laundry detergent.
- 7 Dust the keys on your computer.
- 8 Email a friend about a sale at your favorite shop.
- 9 Browse Amazon for new .
- 10 Practice your TikTok routine



Big Rocks: A Lesson on Prioritizing



Managing Stress and Anxiety



Sleep is Key

- ▶ Circadian Rhythm- *Am I Trying to Tick When My Body Wants to Tock?*
 - ▶ Circadian rhythms are internal biological clocks that regulate many functions and activities, including sleep, temperature, metabolism, alertness, blood pressure, heart rate and hormone levels and immunities.
 - ▶ About every 24 hours our bodies cycle through metabolic and chemical changes.
 - ▶ These Circadian Rhythms are reset by sunlight each morning.
 - ▶ Whether you are a “Morning Person” or a “Night Owl” is determined by these cycles.



Maximize your Efficiency

Work With Your Body Cycles-not Against Them

- ▶ If we learn to listen to our bodies, we can work with these natural rhythms instead of fighting them.
- ▶ We can make more efficient use of our time by scheduling certain activities at certain times of the day.

Know Your Rhythm

Cognitive Tasks 8 am-12 noon*

Cognitive, or mental, tasks such as reading, calculating, and problem solving are performed most efficiently in the morning.

*If you are a Night Owl, shift these times about 3-4 hours later in the day.

Short term memory 6 am - 10 am*

Short term memory tasks such as last-minute reviewing for tests are best performed early in the morning.

*If you are a Night Owl, shift these times about 3-4 hours later in the day.

Long term memory 1 pm - 4pm*

Longer term Memory tasks such as memorizing speeches and information for application are best performed in the afternoon.

*If you are a Night Owl, shift these times about 3-4 hours later in the day.

Monitor Your Screen Time

- ▶ Limit/stop screen time at least two hours before bed
- ▶ The blue light from computer screens, cell phones, and television inhibit the production of melatonin—the hormone that controls your sleep/wake cycle or circadian rhythm



RESET



- Rewards/Relax
- Exercise
- Sleep
- Eat Nutritiously
- Practice Time Management Skills



In the chat,
write down one
thing you plan
to do to help
with your time
management



Thank You

What questions do
you have?

smithmh@wla.edu

Resources



Photos

- Daddy-me-inscription-with-pen cils
- Kid-writing-empty-notebook
- Girls-putting-paint-brushes

Vectors

- Young-people-jumping-togeth er
- Young-people-listening-music
- Group-young-people-lecture

