

Planning Your Journey: Time Management Tips

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What is Time Management?



TM Definition

“A person's ability to keep things balanced in their life”.

It involves **the setting of realistic expectations**, a **willingness to say "no,"** and a **healthy perspective for the short-term and long-term horizon.**

TM requires both **discipline and flexibility.**

In a nutshell, “TM” could be described as a person's **willingness and ability to prioritize things that are most important to them.**

[Kelci Lynn Lucier, http://collegelife.about.com/od/TimeManagement/a/What-Is-Time-Management.htm](http://collegelife.about.com/od/TimeManagement/a/What-Is-Time-Management.htm), 2013

- Time Frame: Minimum and maximum
- Phases:
 - Literature Search
 - Proposal Write Up
 - Data Collection
 - Data Analysis
 - Write-up Draft
 - Final Submission

1. Poor Planning
2. Methodological difficulties
3. Writing
4. Isolation
5. Personal Problems (e.g. family, financial, jobs)
6. Supervision

Getting Started

- Attending Orientation and technical programs
- Course handbooks
- Books and websites
- Read excellent theses
- Socialize with ‘senior’ students for experience sharing

Managing Yourself

1. Estimate how long each task will take
2. Use planning tools to establish important sequences
3. Enter start dates, milestones and completion dates in your diary
4. Review and revise regularly
5. Write down everything you can so that you do not need to keep it short-term memory
6. Hopelessly inaccurate estimates are much more efficient than no estimates at all

Thank you

Presented by
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