

## Technology to support time management

### Purpose of Technology in time management

The benefit to using technology rather than paper/pencil methods of managing workload and schedules is to minimize the time spent recording due dates, etc. and enable the schedule and reminders to be always with you- on your smartphone, laptop and/or desk top. The overall goal is to enable you to be prepared on-time for homework, assignments, tests and exams, decreasing the stress and getting more done.

### Software/mobile phone Calendaring supports

Students are encouraged use their Utormail account calendar to set up recurring appointments for the term for their classes, color-coded by subject. You then add reading and study time for each subject of 2 to 3 hours per hour spent in lecture. Tutorials and other course related appointments are also added and color-coded according to subject. It is faster to use a full computer keyboard and mouse to entering the information, set up recurrence, categorize by colour and set up a reminder for each entry.

The next step is to add the everyday needs of commuting, meals, part-time jobs and regular gatherings with family and friends, to keep the schedule realistic to everyday needs.

As you obtain information on tests, projects, papers and exams, these are scheduled in as appointments with corresponding color coding. You can then review their “normal” schedule and decide where to schedule or re-shuffle study times for tests and exams.

For assignments, we recommend the use of The Assignment Calculator, which is a free tool located at <http://ctl.utsc.utoronto.ca/assignmentcal/>. The purpose of this calculator is to help students break down there assignment or project into manageable steps, direct them to useful guides & services (particularly the Library and Writing Centres). Create a PDF of the calculation, and save it to the folder where you save all drafts and resource information related to the assignment. You can then copy and paste the task from the assignment calculator you're your schedule, to help plan time to accomplish each task required for the assignment.

While the final schedule with its colourful blocks of time in use may appear very full, you will have a sense of control, as you are aware of all of the needs in the weeks and months ahead and can adjust the various blocks of time and tasks to meet their deadlines and goals. This prevents the stress of always feeling behind or that you have forgotten something. It also enables you to enjoy their free time, knowing that you have completed their assignments and made their deadlines, and that time is allocated for upcoming events.

The calendar can then be synchronized with smartphones, or mobile devices to enable you to add new dates and information on the fly, as they are given, and also to check your time commitments on their calendar before agreeing to additional commitments. The Utormail account apps are also useful for listing tasks, contacts, and email, and will also synchronize these with smart phones and other computers you use to keep the information always at hand.