



This webinar is one in a series – details of the other sessions are available at <https://blogs.napier.ac.uk/researcher-skills-forum/webinars/>



Please keep your microphone muted unless you are asking a question.



You can raise your hand using the participants panel or type in the chat box.

Please note that the session is being recorded.

# Making it fit

## Time management strategies in the virtual age



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# I am confident I can make everything fit



**TICK**

**1**

**“I have no idea  
please help me”**

**2**

**“Struggling but  
getting there”**

**3**

**“I think I’m fine but  
I am here just in  
case there’s  
something I  
haven't thought of”**

**4**

**“I don’t really need  
to be here but I  
came anyways for  
the fun of it”**



1

2

Sharing 1 ▾

3

4

# Objectives

This interactive workshop will work through the following:

- Think about what you have to get done
- Explore your working-from-home challenges
- Re-think your to-do list
- Prioritise your to-do list
- Share your time management strategies
- Gain the confidence to make a plan of action



# WHAT DO YOU HAVE TO GET DONE?



# What do you have to get done?



# What do you have to get done?

Work

Lit review

Conference

Meet  
colleagues

Exercise

Bills

Home

Washing



# Home Task 1

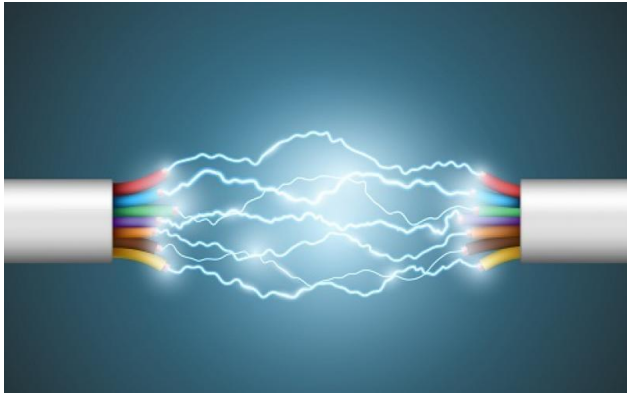
Write out your to-do list



# WORKING-FROM-HOME CHALLENGES



# Common challenges



# What are your common challenges?



# Home Task 2

Write out the challenges you are currently facing



# Now rethink to-do list

- Do you have the tech?
- Do you have the resources?
- Can you access the data?
- How much longer will things now take?
- Do you even have a laptop?
- Do you have a printer?

Think about how your to-do list will now become altered due to these challenges



# Now rethink the to-do list

**Example:** lined up 10 face-face interviews

Now will you be able to do this?

What is now realistic?

## Challenges:

- Re-arranging to be done
- Learning new platforms
- Slow connections
- Teach participants new platform (pre-meeting to do this?)

## Solutions:

Maybe it is now 5, maybe it is none at all



# Now rethink the to-do list

**Example:** researching primary school use of resources

Do you now have to re-assess the project entirely?

## **Challenges:**

- Can't access schools
- Can't access resources

## **Solutions:**

Put interviews on hold, and prioritise something else

e.g. re-assessing research qs or focusing on skill development



# Home Task 3

Rethink your to-do list

Be realistic about what you can now achieve



# PRIORITISING YOUR TO-DO LIST




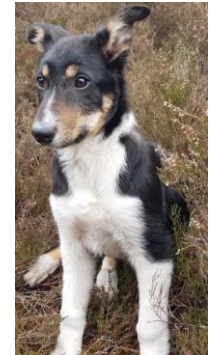
# What priority do things have?

	Not Urgent	Urgent
Not Important		
Important		



# What priority do things have?

	Not Urgent	Urgent
Not Important		PE grant deadline
Important	Pursue emails	Time management training Feed dog



# Home Task 4

Take you adjusted to-do list

Put all the items into the matrix

Including your challenges/distractions



# What priority do these things have?

	Not Urgent	Urgent
Not Important	<p>Delete for now</p> <p>Time-wasting- stop</p>	<p>Distractions- avoid</p> <p>Manage/ delegate/ review</p> <p>Do this month</p>
Important	<p>Quality work</p> <p>Decide</p> <p>Schedule a time</p> <p>Ongoing</p>	<p>Necessity</p> <p>Do Now</p> <p>Today/this week</p>



# TIME MANAGEMENT STRATEGIES



# Sophie's Time management hints and tips

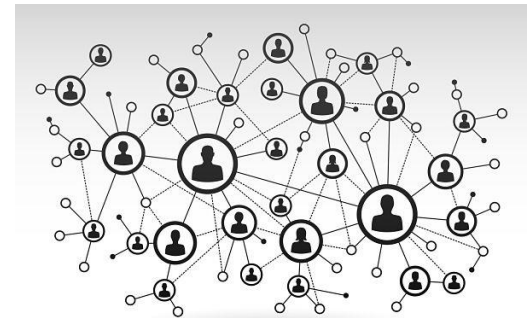
Live life one carrot at a time!



Keep your breaks!



Work zone vs personal zone  
Switch off



Stay connected



# What are your time management hints and tips?

Other hints and tips in links in the “Resources Section”





# Scheduling your time...

WEEK OF: \_\_\_\_\_ Month / Year: \_\_\_\_\_

TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00							
7:00							
8:00		Child care	Child care	Child care	Child care	Child care	
9:00		High priority	High priority	Laptop work	High priority	High priority	
10:00							
11:00							
Noon							
13:00		Ongoing	Child care	Laptop-free work	Ongoing	Ongoing	
14:00							
15:00							
16:00			High priority				
17:00							
18:00		Child care	Child care	Child care	Child care	Child care	
19:00							
20:00			High priority		High priority	High priority	
21:00							

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# Home Task 5

Have a go at scheduling your time

Based on your matrix

Taking into account all your challenges

With a partner/family if needed



# WHAT NOW?



# What now?

1. Reflect on your to-do list
2. Define your challenges
3. Re-think your to-do list and what is achievable
4. Prioritise your to-do list
5. Allocate your time- make an action plan



# Mapping your next months...

### Starting your doctorate

- Milestones could include:
- Induction(s)
  - Meetings with your supervisor(s)
  - Agree supervision process with your supervisor(s)
  - Write a research plan
  - Define methodology
  - Start/complete literature review
  - Begin data collection
  - Identify immediate development needs
  - Training
  - First year report
  - Seminars/conferences
  - Other commitments eg. family, work...
  - Your own milestones

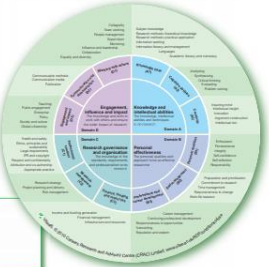
### Midway through your doctorate

- Milestones could include:
- Meetings with your supervisor(s)
  - Training
  - Access research results and adapt your plan
  - Writing chapters/reports
  - Present your research at seminars or conferences
  - Meetings with careers advisor to explore career options
  - Review your training needs using the Vitae RDF Planner
  - Your own milestones

### Completing your doctorate

- Milestones could include:
- Finish data collection
  - Draw up a plan to break down writing into manageable pieces
  - Writing chapters/reports
  - Completion of chapters or sections and review by supervisor(s)
  - First complete draft of your thesis
  - Write up your research as a paperback chapter
  - Apply for jobs or funding and update your CV
  - Submit your thesis!
  - Viva practice
  - Your own milestones

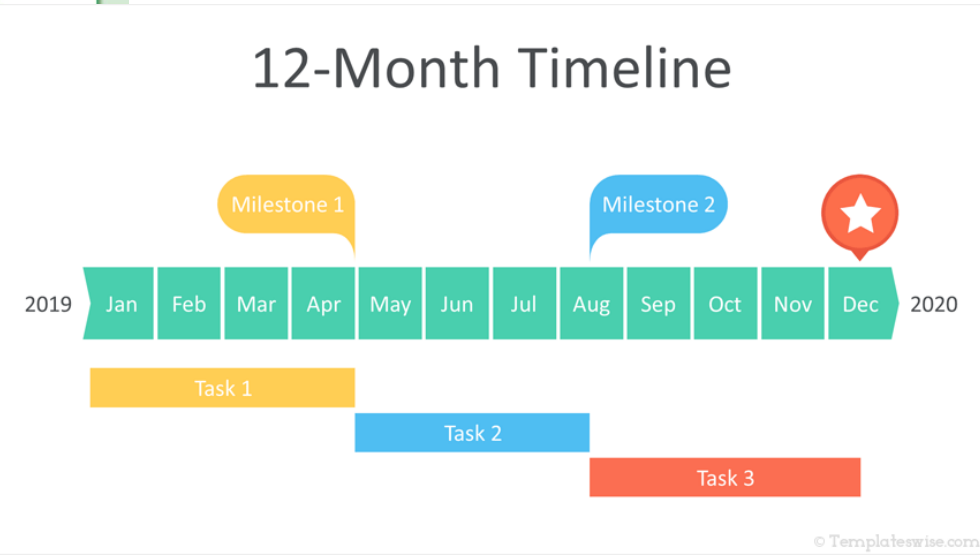
Use the Vitae Researcher Development Framework to identify your strengths and development opportunities.



**Schedule for your year:** Use the boxes to record targets and milestones

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7		
Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25
Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	
Week 34	Week 35	Week 36	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42
Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51

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# I am confident I can make everything fit

## CROSS

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Sharing 2

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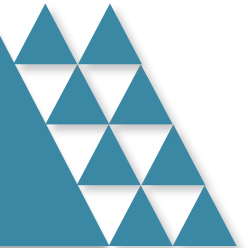
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Sayed Moham...



# Making it fit

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[Feedback form](#)

# RESOURCES



# Mental Health and Well-being

<https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/MentalHealthandWellbeing.aspx>

<https://my.napier.ac.uk/Wellbeing-and-Support/Pages/Student-Wellbeing-2019.aspx>



## **Blogs/other guidance:**

[Nature: Ten work–life balance tips for researchers based at home during the pandemic](#)

[Newcastle University- Managing Time and Motivation](#)

[Scottish Graduate Schools for Arts & Humanities: PhDs During Lockdown](#)

# What priority do things have?

	Not Urgent	Urgent
Not Important		
Important		



# Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		<a href="http://www.vertex42.com/calendars/blank-calendar.html">http://www.vertex42.com/calendars/blank-calendar.html</a>				Printable Calendars	© 2013 Vertex42 LLC



WEEK OF:

Month / Year:

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