Time Management and Writing
Tuesday, September 22 @ 7 pm ET
Presenter – Eric Holmes
Kaplan University Composition Dept.

Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p49k4texas2/
First off, a story…
Topics Covered

- Time Management and Academic Performance
- Time Management is an Industry
- Decision Fatigue
- What Can Be Done?
Time management is an industry.

- As of July 22, 2015, “time management” yielded 140,889 results on Amazon under “Books”.
- Most works on time management focus on identifying essential tasks, prioritizing them, and then scheduling time to accomplish them.
- Rapid improvements in technology have lead to vastly increased expectations of availability and productivity, requiring more diligence than ever regarding the use of one’s time.
- However, there remain only 24 hours in a day, and something has to give…
What gives? Your ability to think!

The constant stress of multiple, unending obligations causes people to sacrifice several elements of their life: sleep, leisure time, social interactions, etc. However, another often overlooked sacrifice is having time to think.
What gives? Your ability to think!

Constant inundation doesn’t allow the mind to wander or for people to simply observe the world in which they live. If Archimedes was forced to check his email on his smartphone, would he have noticed that the water level rose when he entered his bathtub, thus leading to the discovery of displacement? Had Albert Einstein had to answer 250 emails a day as a patent clerk, would he have published his treatise on quanta, which won him a Nobel Prize in 1922?
What gives? Your ability to think!

As stated, there are only 24 hours in a day, and the constant barrage of obligations forces you to have to choose what to do now, what to do later, and what to not do at all. This process of making constant decisions wears you down, leading to…
Decision Fatigue

Recent studies have shown that the process of making decisions over and over again can have a detrimental effect on the ability to make good decisions as time goes by (Tierney, 2011). Research has shown that judges and parole boards have been found to give harsher sentences or to deny parole more often later in a work day than earlier in it (Tierney, 2011). Making choices constantly during a span of time stresses the brain, leading to either poor decisions based on impulse (such as purchasing an extended warranty or a candy bar in the checkout aisle) or by shutting down and not making a decision at all (Tierney, 2011).
Decision Fatigue

As well, people living with limited economic means often make constant decisions about finances, such as making trade-offs between one expense and another, which often results in them having less mental capacity to devote to their education, work, or other activities (Tierney, 2011).
The Impact

First off, students have to balance many obligations, including coursework in several different courses. As well, you all have other obligations, including family responsibilities and health concerns. Given that you have so many different plates to spin, it is important to dedicate time to allow your brain to rest and thus be more flexible. Nature abhors a vacuum!
The Impact

- Equally as important, students face equal (or often greater) challenges, including but not exclusive to work, parenting, military obligations, caring for ill relatives, recovery from addiction, court ordered treatment/therapy, etc.
What can be done?

First, utilize time as a captive audience:

- Highway driving
- Showering/Bathing
- Restroom
- Walking/Exercising
What can be done?

Second, examine obligations by asking yourself this:

- Does this make me happy?
- Does this make me money?
- Do I have a moral obligation to do this?
The Obligation Matrix

<table>
<thead>
<tr>
<th>Task</th>
<th>Happy?</th>
<th>Money?</th>
<th>Moral Obligation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Parenting</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Scandal on ABC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Classroom Hacks to Save Time and Effort

- Topic Overlap
- Topic Choice Strategies (Know, Care, Available, Stress Free)
- Maximizing Late Penalties
- Appropriate Scheduling for Writing
Conclusion

- Quality thought is more than logic, facts, and deduction; it is a biological process that must be given the opportunity to occur. Take time to think and stress that your friends and family members do the same.
References

Questions?
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Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshop page after the workshop.

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Introductory Video  Survey Link
Writing Center

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