

# Deloitte.



# Time Management Skills Session

## Workbook



# Quiz

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## I prioritise the most important tasks

Tick

- |   |                 |                          |
|---|-----------------|--------------------------|
| A | All of the time | <input type="checkbox"/> |
| B | Often           | <input type="checkbox"/> |
| C | Sometimes       | <input type="checkbox"/> |
| D | Rarely          | <input type="checkbox"/> |
| E | Never           | <input type="checkbox"/> |
- 

## I set time aside to plan and update my 'to do' list

Tick

- |   |                 |                          |
|---|-----------------|--------------------------|
| A | All of the time | <input type="checkbox"/> |
| B | Often           | <input type="checkbox"/> |
| C | Sometimes       | <input type="checkbox"/> |
| D | Rarely          | <input type="checkbox"/> |
| E | Never           | <input type="checkbox"/> |
- 

## I feel calm about deadlines and meeting them

Tick

- |   |                 |                          |
|---|-----------------|--------------------------|
| A | All of the time | <input type="checkbox"/> |
| B | Often           | <input type="checkbox"/> |
| C | Sometimes       | <input type="checkbox"/> |
| D | Rarely          | <input type="checkbox"/> |
| E | Never           | <input type="checkbox"/> |
-

# Quiz

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## I can work out which tasks are high, medium or low priority

Tick

A All of the time

B Often

C Sometimes

D Rarely

E Never

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## I complete tasks with plenty of time to spare

Tick

A All of the time

B Often

C Sometimes

D Rarely

E Never

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## I use learning tools like SMART to order my goals and decide which tasks I should work on first

Tick

A All of the time

B Often

C Sometimes

D Rarely

E Never

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# My time management style

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## Mostly A or B

You're already doing very well and managing your time effectively. To further improve...

You could do some research into other time management techniques. Search the web for the 'Eisenhower box' and the 'Pomodoro technique' and try some of these methods

Make a break schedule and list of treats for completing tasks. It is important not to work too hard all the time!

Track your time using a website or app. It can reveal some interesting insights into how much time you spend on distractions.

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## Mostly C

You might be fairly confident in some aspects of time management, but there's still room to improve. Here are some ideas...

Try making a schedule to map out your time. This will encourage you to be more accountable in completing tasks.

If you can, set a regular routine for some tasks. E.g., laundry day is Tuesday

Practice saying 'no' to any work that feels too much, if you can. This can be helpful so that you don't feel overwhelmed.

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## Mostly D or E

You probably struggle with managing your time effectively and find yourself leaving tasks to the last minute. Here are some top tips!

Make sure your workspace is distraction free. This might mean turning off your phone for a while.

Label your tasks so you know which are due first, then prioritise the most important.

Make sure you are drinking plenty of water and getting plenty of sleep. This will help minimise stress during busy times.

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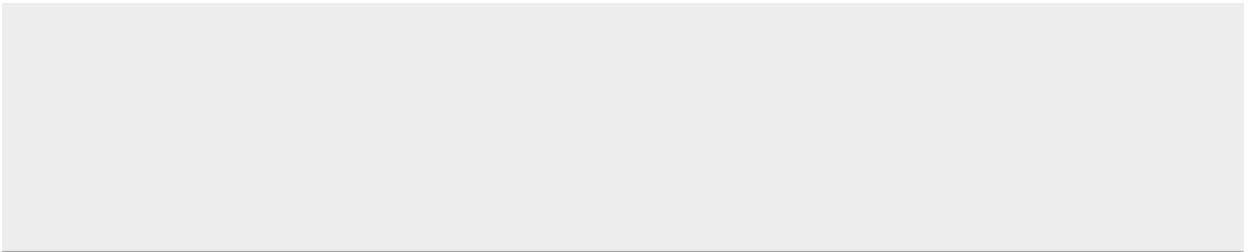
# SMART goals

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## **“Rehearse Drama project”**

Turn this into a SMART goal below.

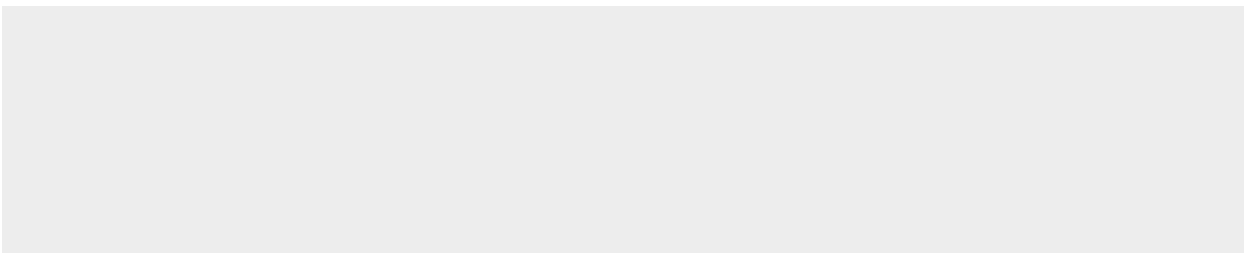
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## **“Research universities”**

Turn this into a SMART goal below.

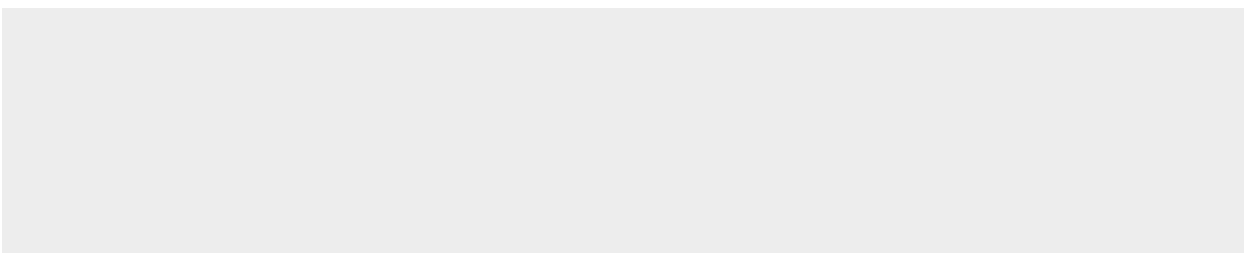
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## **“Apply for a job”**

Turn this into a SMART goal below.

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# Prioritising tasks

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**Review the task list below, and label each task by importance.**

1 is high priority; 2 is medium priority; 3 is low priority

Plan essay on history of 21st Century Theatre

Read to page 35 on history of Shakespeare

Plan this weekend's Zoom quiz

Emails

Pay rent

Plan tomorrow

Do food shopping

Start writing essay

Watch skill session on Building Confidence

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**Which task do you think is the most important?**

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**Which tasks would you eliminate?**

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# My task list

**Create a real-life task list of your own. Add some SMART goals below, then add a number to indicate high or low priority tasks. Finally, use the traffic light system to label easy and hard tasks.**

1 is high priority; 2 is medium priority; 3 is low priority  
Red tasks are quick and easy; Orange tasks take some time; Green tasks take lots of time/effort

Task	Priority (1,2,3)	Difficulty (red, orange, green)

# Finding focus

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**Listen to the guided reflection on the video and add your thoughts below.**



# Identifying distractions

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**Think about what might cause a distraction when you are trying to work. How many can you think of? List yours below.**

# Understanding procrastination

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## Scenario 1 of 4

Anya is top of her class, and has been given some extra credit work which will look great on university applications. She really wants to get into a good university and has an ambitious future career plan. If this doesn't go well, she is worried it will hurt her chances of success in the future. The pressure of such high-profile work is causing her to feel stressed. She keeps starting the project and then deleting it. Nothing feels good enough!

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## What do you think is causing this person to procrastinate?

(E.g., wanting to be perfect, feeling afraid, avoiding challenge, poorly defined goals)

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## What advice would you give this person to help them?

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# Understanding procrastination

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## Scenario 2 of 4

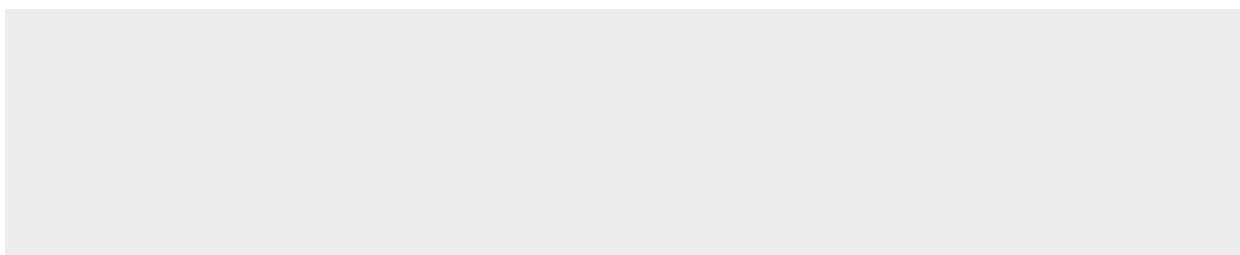
Noah has just started learning to code, and is feeling overwhelmed. Whenever he is at work, he gets really nervous of doing things wrong. This is a brand new area of expertise for Noah, and sometimes he wonders if it might be easier to stick with what he knows. He has gone out with friends a few nights in a row to avoid completing the work.

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## What do you think is causing this person to procrastinate?

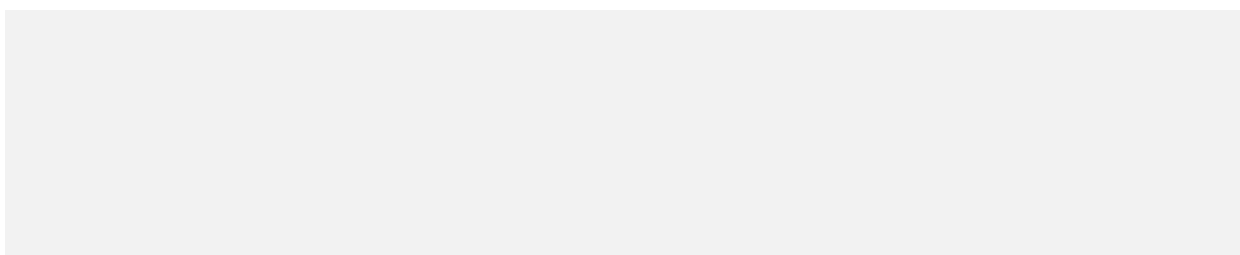
(E.g., wanting to be perfect, feeling afraid, avoiding challenge, poorly defined goals)

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## What advice would you give this person to help them?

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# Understanding procrastination

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## Scenario 3 of 4

Jamie is learning a new language in college. They already find spelling and grammar quite tricky, and think that experiencing the same challenges in a totally different language does not sound fun at all! Jamie would rather do something they are already good at and enjoy.

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### What do you think is causing this person to procrastinate?

(E.g., wanting to be perfect, feeling afraid, avoiding challenge, poorly defined goals)

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### What advice would you give this person to help them?

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# Understanding procrastination

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## Scenario 4 of 4

Ola is starting a new business, but can't seem to get going. Whenever she sits down to work she just ends up on her phone. She has made a plan and done some research but is yet to complete any other goals. She thinks the first few items on her to-do list sound easy enough: "get a logo, order products, get followers on social media". So what is she doing wrong?

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## What do you think is causing this person to procrastinate?

(E.g., wanting to be perfect, feeling afraid, avoiding challenge, poorly defined goals)

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## What advice would you give this person to help them?

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# Reward yourself!

Return to your real-life task list from earlier. Add some SMART goals below, then decide how you will reward yourself once they have been completed.

Task	Reward

# Further links

Main Careers Site:

[https://www2.deloitte.com/uk/en/careers/careers.html?icid=top\\_careers](https://www2.deloitte.com/uk/en/careers/careers.html?icid=top_careers)

Grad Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top\\_graduate-opportunities](https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top_graduate-opportunities)

SVS Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top\\_summer-vacation-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top_summer-vacation-scheme)

Apprentice Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top\\_brightstart-business-apprenticeship-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top_brightstart-business-apprenticeship-scheme)

Frequently asked questions:

<https://www2.deloitte.com/uk/en/pages/careers/articles/student-graduate-faqs.html>

Dot the Bot (ask a question):

<https://meetandengage.com/deloittestudenthelpdesk>