

Learning Support Courses

time management, learning methodology and career development

Ashvika Ahuja, Agata Rudnik, Gdańsk, 2024

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Time management

How to be more effective?

What is it?

Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is to enable people to get more and better work done in less time.



Brainstorm



Why is time
management so
important?
What we wish to
achieve with it?





Internal barriers

- Lack of self control
- Procrastination
- Lack of motivation
- Anxiety
- People pleasing
- Multitasking

External barriers

- Workload
- Job constraints
- Lack of corporate resources
- Distractions

Assertiveness,



1. We learn to say „no“
2. We become better at making decisions
3. We are able to delegate better
4. We are able to ask for help
5. It makes us better goal setters
6. It makes us more productive
7. It gives us back our energy

Procrastination,



The effect of:

- ~ poor time management
- ~ poor self-care (e.g. not enough sleep, unhealthy diet, no exercise)
- ~ emotional, psychological factors (e.g. stress, low self-control, low self-esteem)

Mood Repair Technique:

- Emotional time travel
- Just getting started
- Addressing unhelpful thoughts
- Doing easy things first

Multitasking



- ✓ Focusing on one task at a time helps you deliver quality end results much better than when you multitask

But sometimes it's necessary...

- Plan Ahead
- Group related tasks
 - Prioritize
- Make a mental narrative
- Keep the drive going



Brainstorm



How do you fight with
procrastination every
day?



Let's inspire each
other! 😊



The power of habits

1. An environmental cue

For example, if you eat at the same time every day, time is the trigger, eating is the behavior—that's a habit.

2. A behavioral response

3. A reward (or the removal of an unpleasant stimulus)

Habits are reinforced by rewards. Sometimes the rewards are easy to spot. Take our eating example: the pleasure of eating food is the reward.





How to create and stick to healthy habits

- Focus on the cue rather than on the behaviour (for example on creating the routine around initiating the behaviour)
- Incorporate a reward into the habit routine
- Start small (the habit should be perceived as easy, not impossible – you can always upgrade it later)
- Create the habit first, then optimize later (focus your energy on just showing up)



TIME MANAGEMENT

S.M.A.R.T. way to set goals

S – SPECIFIC (What needs to be accomplished? Who's responsible for it? What steps need to be taken to achieve it?)

M – MEASURABLE (How will you know about the progress? When will the goal be achieved?)

A – ACHIEVABLE (Can you accomplish that?)

R – RELEVANT (Why is it important? Will it bring you closer to your goal?)

T – TIME BOUND (Start, Finish, Rest, Division into parts)

Practice at home:



Create a plan for a new habit

AND

Create a goal with the S.M.A.R.T. technique





Time management

– *tools to use in every day life*

Eisenhower Matrix

The Eisenhower matrix is a tool to help with prioritization that divides tasks into urgent tasks and important tasks. The goal is to get people to prioritize more important tasks over less important but more time-sensitive ones that take attention from the important ones.



Pareto analysis

- What do you spend 20% of your time doing that gives you 80% of your happiness?
- Who are the 20% of people you're close to who make you the happiest?
- What are the 20% of the clothes you wear 80% of the time?




**Chances are these are easy questions for you to answer.
You've just never considered them before.
And once you've answered them, you can focus on
increasing the efficiencies in your life.**

Pomodoro technique

The Pomodoro technique breaks time into 25-minute time slots of focused work interspersed with five-minute breaks, with a longer break after four consecutive work intervals. This helps people resist the urge to procrastinate and multitask.

How to do your first Pomodoro:



- 1 Get into an optimal work space without distractions.
- 2 Choose ONE task to focus on.
- 3 Set your timer for 25 minutes.
- 4 Do your work.
- 5 STOP when the timer ends.
- 6 Take a 5-minute break.
- 7 Repeat 3 times.
- 8 Take a longer break (30 minutes).

Eat that Frog

This time management technique is aimed at prioritizing tasks. You pick out your most important, or worst task (this is your "frog") and tackle it first thing tomorrow. Once you have finished with your "frog", you can move on to other tasks for the day, but not before.

This may be a task that requires all your attention (due to its importance or difficulty) or one that you've been avoiding (because it's boring, demanding or difficult).

Eat That Fr🕒



- **Your frog**= the worst thing you have to do everyday
- You're most likely to **procrastinate** on this
- **Always do this thing first!**

briantracy.com



Learning methodology

How to learn in an effective way?

“Which came first, the phoenix or the flame?” Hmm . . . What do you think, Harry?’ said Luna, looking thoughtful.

‘What? “Isn’t there just a password?”

“Oh no, you’ve got to answer a question,” said Luna.

‘What if you get it wrong?’ Well, you have to wait for somebody who gets it right,’ said Luna. ‘That way you learn, you see?’”

Harry Potter and the Deathly Hallows





What does "effective learning" mean?

8 responses



Feedback
and reflection

Understanding
concepts

Use of multiple
learning styles

Goal setting

Collaboration

Distributed
practice

Application
and practice

Active
engagement

Metacognition



What is your learning style?

- Active and Reflective Learners
- Sensing and Intuitive Learners
- Visual and Verbal Learners
- Sequential and Global Learners

Felder, 2020



Summary: types of learners

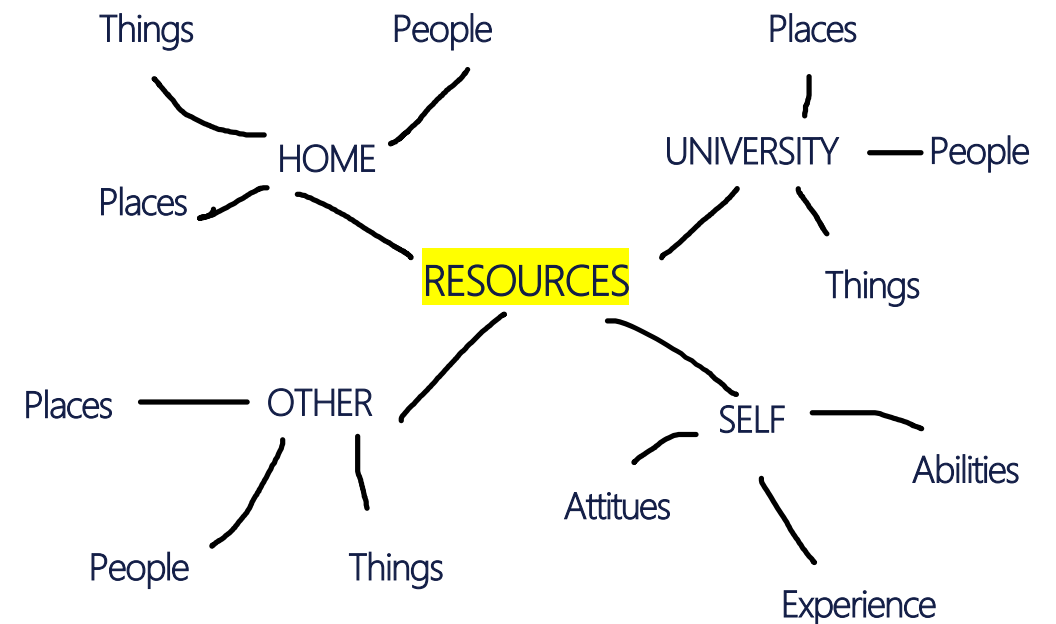
Type of learner	Differences	What works well?	Tips
ACTIVE	<i>let's try it out and see how it work</i>	likes group work more	study in a group in which the members take turns explaining different topics to each other
REFLECTIVE	<i>let's think it through first</i>	prefers working alone	write short summaries of readings or class notes in your own words
SENSING	tends to like learning facts,	tends to be more practical and careful	ask your instructor for specific examples of concepts and procedures and find out how the concepts apply in practice
INTUITIVE	prefers discovering possibilities and relationships	tend to work faster and to be more innovative	ask your instructor for interpretations or theories that link the facts or try to find the connections yourself
VISUAL	remembers best when seeing - pictures, diagrams, flow charts, timelines, films, and demonstrations.	most people are visual learners.	prepare a concept map by listing key points, enclosing them in boxes or circles, and drawing lines with arrows between concepts to show connections.
VERBAL	get more out of words—written and spoken explanations	gains understanding of material by hearing classmates' explanations	write summaries or outlines of course material in your own words, working in groups can be particularly effective
SEQUENTIAL	gains understanding in linear steps, with each step following logically from the previous one	follows logical stepwise paths in finding solutions	ask the instructor to fill in the skipped steps or fill them in yourself by consulting references, when you are studying, take the time to outline the lecture material for yourself in logical order
GLOBAL	learns in large jumps, absorbing material almost randomly without seeing connections, and then suddenly "getting it	may be able to solve complex problems quickly or put things together in novel ways after grasping the big picture,	before you begin to study the first section of a chapter in a text, skim through the entire chapter to get an overview

(Felder, 2020)



What are my personal resources?

Mind maps are designed to align with the natural information processing of the brain, facilitating easier retention of information. Students retain information 10-15% more effectively when using mind maps for studying compared to traditional methods!



Please create a mind map 😊

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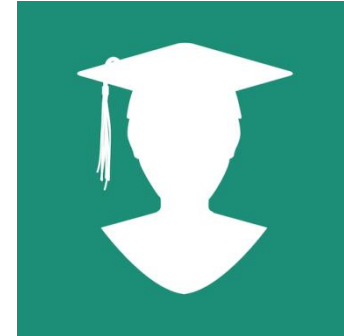
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well-being

Apps for gamification in education





Let's create a motivational playlist!

On Spotify 😊



- Morning music motivation
- Songs that make you feel better
- Songs that help you get through one more day
- Inspirational songs

Well-being Training –
You are the Change

Career Development

The background features a complex, abstract geometric pattern. It consists of numerous overlapping, semi-transparent polygons in various shades of purple and blue. The colors range from light lavender to deep, dark indigo. The shapes are arranged in a way that creates a sense of depth and movement, with some areas appearing more prominent than others due to the layering.

Final task!

- Create a collage that serves as an advertisement for yourself.
- It can represent different aspects of yourself, including your interests, hobbies, values, and aspirations.
- You can use images, symbols, and text to convey your personality and experiences...



You are the
CHANGE!