



# Time management and motivation

# How to use this presentation

|   |                           |   |
|---|---------------------------|---|
| 1 | Get an overview           | look through the slides to see what it is about                     |
| 2 | Read through it carefully | paying attention to the areas where you need to improve your skills |
| 3 | Make notes                | as you read   |
| 4 | Listen to the podcasts    | to strengthen your skills   |
| 5 | Contact us                | should you need to have a further conversation about your studies   |



Challenge your  
beliefs

# Challenging your beliefs

| LACK OF STRUCTURE   | LACK OF REINFORCEMENTS   | COMPETING REINFORCEMENTS   |
|---|--|--|
| <p>“I did fine in high school and/or at work. I wasn't late and I was able to get things done on time, even if I didn't enjoy doing them. But here, I can't seem to get organised.”</p> | <p>“I get fed up studies. I tend to be apathetic, and procrastinate a lot. Sometimes I feel alienated and study loses meaning for me.”</p> | <p>“I get distracted a lot. There is always something to do other than study -- and usually, it's more fun.”</p> |

# Challenging your beliefs

| INCREASING<br>MOTIVATION  | LACK OF<br>COMMITMENT  | BEYOND YOUR<br>CONTROL  |
|---|--|---|
| <p>“I get bored with studying. Often when I'm reading, my eyes are tracking along, but nothing is sinking in, and before I know it, my head is down on the table and I'm asleep.”</p> | <p>“Sometimes I wonder why I'm even doing this. I don't enjoy it: it's not 'me’”</p> | <p>“I had a terrible semester: something happened that was totally out of my control and I was so upset or distracted that I couldn't study.”</p> |

# Motivation

**Motivation is the process by which goal-directed activity is instigated and sustained**

Listen to the following podcast:

<http://bit.ly/1jBwefZ>

Also complete the assignments given in the podcast – they'll be useful later!

# Self-diagnosis

**Motivation is such a complex issue -  
unravel the factors that are causing the  
problem**

Activity:

**List the factors that apply to you. What do you observe about yourself? How do you know that you are not motivated?**

1

***Behaviour:*** not spending as much time studying as you should. You do other things, or simply make excuses for not getting down to work.



2

***Marks:*** your marks are not as good as they should be, and again, you deduce that you are not putting in the time.

3

***Emotional responses:*** you feel  
guilty, bored, resentful,  
despairing, anxious, and so on,  
about your studies.

# 4

***Physical responses:*** you notice that you feel tired whenever you are supposed to be studying; but this feeling miraculously goes away when you get distracted with an activity that is more fun.

# Demotivators

**What demotivators do you have in your life?**

**How can you address them?**

Listen to the  
following podcast:

<http://bit.ly/1lc05bb>

Listen to the  
following podcast:

<http://bit.ly/1jycudb>

# Time management

Listen to the following  
podcast:

<http://podcasts.unisa.ac.za/dccd/URManagetime.mp3>

- What do you need to change in order to manage your time better?
- List the things you need to do
- What **TOOLS** do you have to put your time management plans in place?

# Goals

You **can attain** most any goal you set when **you plan** your steps wisely...

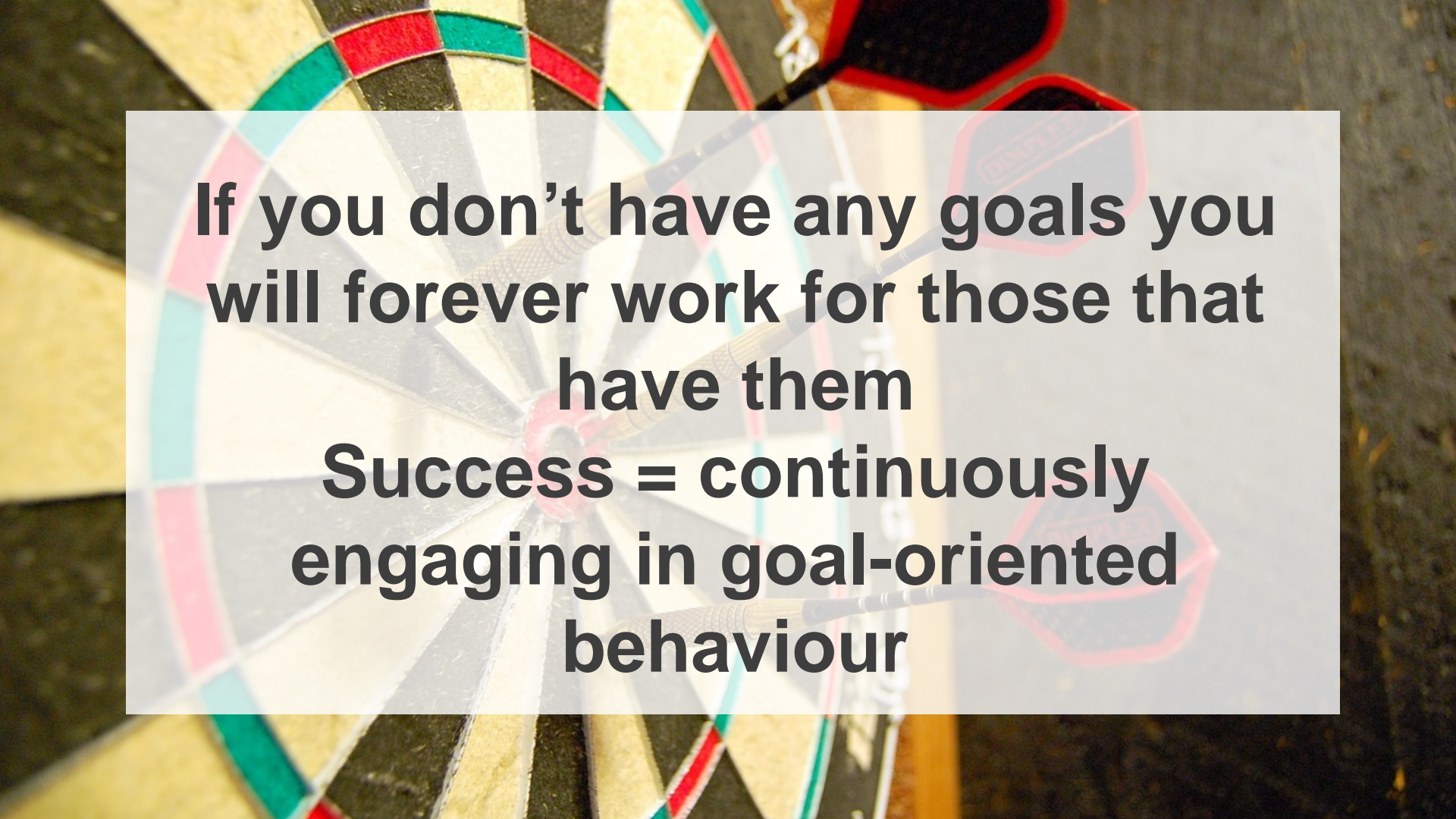
Goals that may have seemed far away and out of reach eventually move closer and **become attainable...**

When you **list your goals** you build your **self-image...**

You see yourself as **worthy of these goals...**

You **develop** the traits and personality that allow you to reach them...

*From Paul J. Meyer's "Attitude Is Everything"*



**If you don't have any goals you  
will forever work for those that  
have them**

**Success = continuously  
engaging in goal-oriented  
behaviour**

# SMART Goals

## ACTIVITY

Write down three or four goals that you would like to achieve in your studies or career. These can be short or long term goals.



# S = SPECIFIC

Do your goals need to be more specific?

- “To work harder” is too general

- How are you planning to work harder?
- What methods will you employ?
- What will allow you to achieve this?

# M = MEASURABLE

Do your goals need to be more measurable?

- “I want to do well” is too general

- How can you track your progress?
- What deadlines will you set for yourself?
- How will you know that you’ve reached your goal?

# A = ATTAINABLE

Are your goals realistic and attainable?

- “I want to earn a salary of R20 000 pm once I graduate” might be too enthusiastic

- How much do entry level workers in your industry earn?
- How can you maximise your employability?
- What is realistic?

# R = RELEVANT

Do your goals pertain to your end goal?

- “I will do a BCom” is too broad

- When will you be able to do this?
- How long will it take?
- What is your due date?
- What if the due date is missed?

# T = TIME BOUND

What's a reasonable date or timeframe for your goal?

- “I will research all jobs on the Indeed database” - You have a better chance of achieving your goal if it's relevant to your life and other priorities

- How does this apply to your goals?
- What are you hoping to achieve?
- Do you need to narrow down what you are doing?

| <b>SMART Goals</b>         | <b>Goal needs work</b>  | <b>Goal is much better</b>  |
|----------------------------|---|---|
| Goals should be specific   | I want to work with people.   | I want to plan social and educational programs for children and adolescents                                       |
| Goals should be measurable | I want to do well in my modules                                     | I want to earn a 70% average this year with no grade below 65%  |
| Goals should be attainable | I want to complete a Master's degree.                               | I want to start with my Master's degree within two years of completing my first degree.                           |
| Goals should be relevant   | I wish to thoroughly review each career listed on the Kheta website | I will spend time online and use the 8 ways to do career research handout to research careers related to my major |
| Goals should be time bound | I will graduate   | I will graduate in four years by taking 4 modules per semester  |

**Now use the SMART goals examples above to re-draft your own list of goals that are:**

**Specific, Measurable, Attainable, Relevant and Time-bound**

# Optimise your chance of success

**What resources do you need?**

**What needs to be scheduled in your diary?**

**What milestones are important along the way?**

**What rewards will you give yourself?**

Check out this link for more on managing work and studies:

<http://www.unisa.ac.za/default.asp?Cmd=ViewContent&ContentID=21835>

# What about other responsibilities?

**What about all your other responsibilities?**

**How can you ensure that you will reach your goals while looking after other stakeholders' interests?**

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...and listen to this podcast:

<http://bit.ly/1sobBEi>



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# Now that you have...

- **Identified areas for improvement**
- **Set out your smart goals**
- **Looked at all the information and resources**

**YOU CAN SET UP A PERSONAL TIME  
PLAN THAT YOU CAN ADJUST AND  
REVISE AS NEEDED**

# What is your time management plan?

**Set up a prioritized, time-bound plan that will assist you in reaching your goals and be conducive to your motivation – you can use the slides that follow to help you!**

Listen to the following podcast:

<http://podcasts.unisa.ac.za/dccd/How%20to%20manage%20your%20time.mp3>

**URGENT**

**NOT URGENT**

**IMPORTANT**

**URGENT and  
IMPORTANT**

**Do it now!**

**IMPORTANT  
but  
NOT URGENT**

**Plan when to do it!**

**NOT IMPORTANT**

**URGENT  
but  
NOT IMPORTANT**

**Delegate!**

**NOT IMPORTANT  
NOT URGENT**

**Dump it!**

**URGENT**

**NOT URGENT**

**IMPORTANT**

**Crises  
Deadlines  
Meetings!**

**Planning  
Empowerment  
Creative  
Strategy**

**NOT IMPORTANT**

**Interruptions  
Meetings  
E-mails  
Projects**

**Trivial matters  
Wasting time  
Escapers**

# Resistance

“There's a secret that real writers know that wannabe writers don't and the secret is this: it's not the writing part that's hard. What's hard is sitting down to write.”

“What keeps us from sitting down is Resistance”

*(Steven Pressfield, The War of Art)*

## **RESISTANCE IS INVISIBLE**

but can be felt as an incapacitating energy field

## **RESISTANCE IS INTERNAL**

the enemy within; it is self-generated and self-perpetuated

## **RESISTANCE IS INSIDIOUS**

and will tell you anything to keep you from doing your work

## **RESISTANCE IS IMPLACABLE**

It cannot be reasoned with

## **RESISTANCE IS IMPERSONAL**

it is not out to get you personally. It doesn't know who you are and doesn't care

# Contact us

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