



TIME MANAGEMENT AND VIRTUAL WORK DURING COVID-19 AND BEYOND

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WELCOME AND INTRODUCTION

Welcome!

Time Management has always been important, but in a COVID or post COVID world it is even more challenging!

More people are working remotely than ever before! This may continue for convenience or out of necessity.

In our presentation today we want to look at some time management skills, and tips, that can help with productivity.

HOW'S IT GOING THESE DAYS?

- Data from April
 - Kelly, R. (2020, April 16). 4,000 plus U.S. higher ed institutions impacted by COVID-19; more than 25 million students affected. Campus Technology. <https://campustechnology.com/articles/2020/04/16/4000-plus-us-higher-ed-institutions-impacted-by-covid19-more-than-25-million-students-affected.aspx>
- Experience from China
 - Huang, R.H., Liu, D.J., Tlili, A., Yang, J.F., Wang, H.H. (2020). Handbook on Facilitating Flexible Learning During Educational Disruption: The Chinese Experience in Maintaining Undisrupted Learning in COVID-19 Outbreak. Beijing Smart Learning Institute of Beijing Normal University.
- Past several months
- Beyond...?

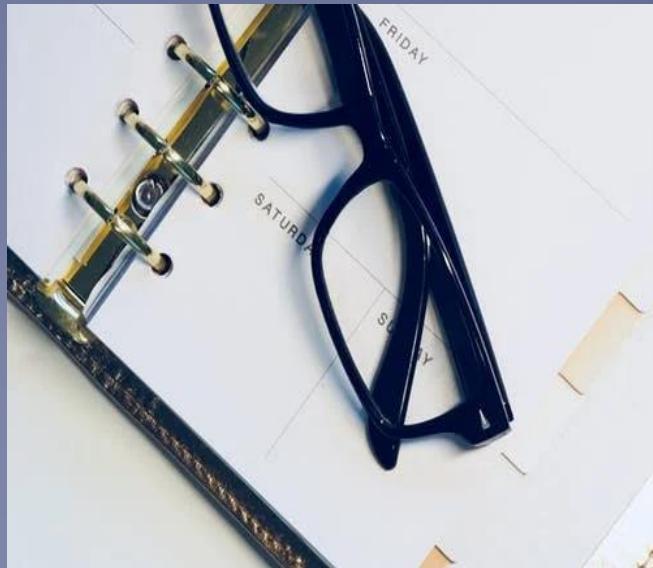


COVID-19 AND BEYOND

- Time and Management are the first two areas to consider.
- Time is a limited resource.
- Management of time involves its proper allocation. We need to have a good idea of how long it takes to do various tasks.
- We need to Balance time among competing tasks...some time for rest, work, and household duties will be needed. We will look at this in more detail later in the presentation.

TIME MANAGEMENT

When a project or responsibility is added to our schedule, we need to consider the time commitment involved.



TEACHING AND LEARNING ONLINE

The amount of time for a task will vary from person to person, even for the same task. One person may have more education or experience related to task at hand, which leads to more efficiency.

John's wife, Colette is a hunt and peck typist who uses two fingers on each hand to type. John is a touch typist and types using 8 fingers on the home keys...which one would need to allocate more time to type a 5 page paper?



USE CALENDARS, PLURAL...

- Time Management is almost impossible without the use of a calendar.
- All of us forget things. Unless something is on the calendar, sooner or later, something will be missed.
- **Have your master calendar on your computers, phones, tablets, all electronics.** Check your calendar often in the day to be sure critical matters are not overlooked. Set your calendar to alert you as needed.
- Be sure to update it...be sure to allow for online events in different times zones...allow for Daylight Savings Time, in the 48 states that observe it.

WHAT TIME IT IS ANYWAY?

In order to keep up with seminars, zoom meetings, and other virtual face to face activities, a calendar within the computer is vital. It is important to allow for time zone differences and to know that two US states, Arizona and Hawaii, and also Puerto Rico, do not observe daylight savings time. However, the Navajo Nation in northeastern Arizona does observe Daylight Saving Time. *You do not want to miss a meeting because your calendar was not calibrated to convert meetings to your time zone. Be especially careful to adjust your calendar accordingly when you travel to a different time zone.*

INSTRUCTORS AND TIME MANAGEMENT

- If you are an instructor, or student project group leader, set a good pace and tone for the class. Any learning community needs to have clear expectations communicated.
- All in the class need to know that they are not expected to work 24/7 and respond immediately to every Slack/email/phone call.



ALWAYS HAVE A BACK-UP PLAN AND BACK UP COMPUTER...

- Keep a laptop charged and ready to go at any minute should a natural disaster strike your area. You need a second location where you can go in a hurry if your Internet connection and/or electricity totally fail.
- You also need a second computer in case your primary computer crashes; and/or needs repairs or replacement.
- Save all work on an external drive everyday, and more often when working on a major project!

REMEMBER TO TAKE TIME FOR NON-WORK ACTIVITIES...

- Consider the dynamics of your own household and time needed for the different tasks you do each week or each day...
- Take structured breaks. Schedule time to take a break every hour or so for about 15 minutes. Do not feel like you are goofing off when doing so. Taking breaks will increase productivity in the long term.

Professor Broderick will share with us now about the online lifestyle and household management.

AN ONLINE LIFESTYLE

- What was once rare is common now.
- A household might have everyone working and schooling online.
- John and Maggie have been living this lifestyle as online faculty for over a decade and can share tips and tricks.
- Think about your lifestyle in a new way.



HOUSEHOLD MANAGEMENT

- Others in the household
- Your “pod(s)?”
- Space
- Time
- Technology
- Schedules
- Teamwork



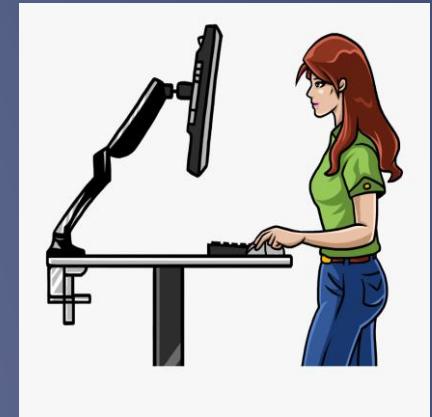
HOUSEHOLD MANAGEMENT

- Parenting
- Younger children
- Older children
- Schooling
- Household planning is not just about computers
- “Sandwich generation” on steroids
- Trade-offs (no commuting!)
- Tips and tricks from Maggie’s experience
 - <https://tunein.com/podcasts/Education-Podcasts/Northcentral-University-Podcast-Series-p1305702/?topicId=147175855>



A MINDFUL WORKSTATION

- Desk
- Screens
- Corkboard
- To-do list (dynamic!)
- Movement and exercise
- Ball and elliptical
- Standing
- Habits and approach



RESEARCH-BASED PRACTICE

- Belonging and persistence in online learning
 - Laux, D., Luse, A., Mennecke, B. E. (2016). Collaboration, connectedness, and community: An examination of the factors influencing student persistence in virtual communities. *Computers in Human Behavior*, 57, 452-464.
<http://dx.doi.org/10.1016/j.chb.2015.12.046>
 - Peacock, S. & Cowan, J. (2019). Promoting sense of belonging in online learning communities of inquiry at accredited courses. *Online Learning*, 23(2), 67-81.
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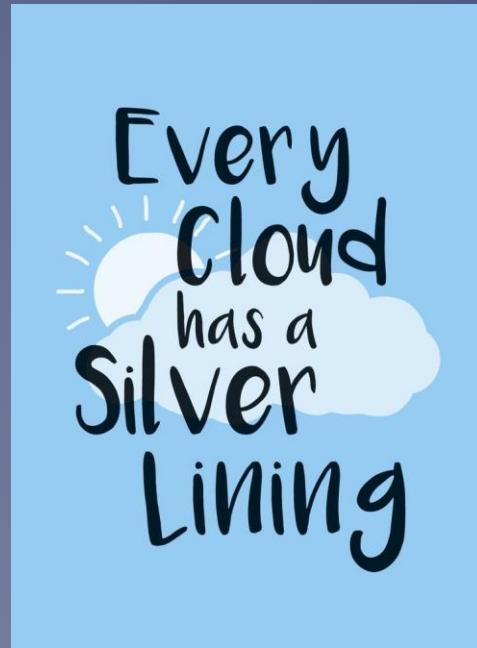
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Digital Accessibility

- Sims, G. (2020, June 17). COVID-19 Intensifies Need to Tackle Digital Accessibility. Retrieved June 19, 2020, from https://campustechnology.com/articles/2020/06/17/covid-19-intensifies-need-to-tackle-digital-accessibility.aspx?fbclid=IwAR1_ZmeuZvHEETJ3RV1Jr6XPsPa-Dj4635dBBQedlYuiofQK38arC5oeP3s



SILVER LININGS



A PERMANENT CHANGE?

- Changes in our lives due to COVID-19 may continue, which may be a good thing in some ways.
- Flexibility and adaptability
- Learning new ways of doing things
 - Story of 91-year-old professor who is now teaching online.
 - What are your stories?



REFERENCES

Huang, R.H., Liu, D.J., Tlili, A., Yang, J.F., Wang, H.H. (2020). Handbook on Facilitating Flexible Learning During Educational Disruption: The Chinese Experience in Maintaining Undisrupted Learning in COVID-19 Outbreak. Beijing Smart Learning Institute of Beijing Normal University.

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