

How Time Management is more than a new App or Life Hack

Mary Laska

Jonathan Racster

Strategies For Successful Online Teaching. 2020)

(Oyrazun, et al.,

- Faculty spend more than 40 hr/wk facilitating online courses to ensure effectiveness.
 - **Primarily providing feedback and communicating with students**
- “Managerial” Strategies
 - Announcements (98% used, 4.13/5 helpfulness)
 - Collective feedback (92.2% used, 3.57/5 helpfulness)
 - Scheduled course facilitation (82% used, 3.84/5 helpfulness)
- “Pedagogical” Strategies
 - Creating clear navigation (91% used, 4.13/5 helpfulness)
 - OER & Publisher’s resources (78% used, 3.89/5 helpfulness)
- “Technical” Strategies
 - LMS trackable gradebook (91% used, 4.13/5 helpfulness)
 - LMS features for assessment (78% used, 3.89/5 helpfulness)
- “Social” Strategies
 - Multiple methods of communication (90% used, 3.78/5 helpfulness)
 - Virtual office hours (74% used, 3.25/5 helpfulness)



Image Source: Oyrazun, et al., 2020

Improving Commonly Used Strategies ...

- Announcements:
 - Write time-independent announcements (e.g., end of Unit 1 instead of dd/mm/year)
 - Highlight dates for ease of updating
- Collective feedback
 - Saves time but is not as effective as more personalized feedback
- Scheduled course facilitation
 - Block out specific days/times for facilitation
- Creating clear navigation
 - Keep it simple
- OER & Publisher's resources
 - Curate best resources in a central file
- LMS trackable gradebook
 - Establish a weekly pattern for update
- LMS features for assessment
 - Build text agnostic assessments
- Multiple methods of communication
 - Establish a protocol (e.g., email first, follow-up with phone/zoom)
- Virtual office hours
 - Set established day/time for online sessions (Reoccurring zoom meeting)
 - Use the time left for other work 😊

Basic Take Away

- Reduce Reuse Recycle
- Invest time in preparation
- Plan for updates
- Schedule repeat activities in advance
- Establish clear expectations



Image source: <https://www.breeze.pm/blog/how-is-time-management-related-to-productivity>

Less frequently used strategies ... (Oyrazun, et al., 2020)

- “Managerial” Strategies
 - Schedule time to learn and apply new strategies (60% used, 3.52/5 helpfulness)
 - Reuse feedback/Use saved feedback (64% used, 3.84/5 helpfulness)
- “Pedagogical” Strategies
 - Creating course orientation (22% used, 3.39/5 helpfulness)
 - Organizing content into modules/units (35% used, 3.35/5 helpfulness)
- “Technical” Strategies
 - Using technology to provide feedback (22% used, 3.39/5 helpfulness)
 - Using collaborative tools (wikis, blogs, Google drive, etc.) (35% used, 3.35/5 helpfulness)
 - Using LMS calendar for automatic reminders (44% used, 3.22/5 helpfulness)
- “Social” Strategies
 - Small group discussions (58% used, 3.44/5 helpfulness)
 - Peer to peer interactive activities (e.g., group projects) (50% used, 3.58/5 helpfulness)

Schedule time to learn and apply new strategies!



Image source: <https://www.zandax.com/blog/is-time-management-really-ruining-our-lives>

Effectively Using “New” Strategies

(Part 1)

- Reuse feedback/Use saved feedback
 - Do not use the same feedback
 - Create a file of common issues/feedback (sort with key terms)
- Creating course orientation
 - Create a brief screen capture video using Kaltura or Quicktime
 - Provide basic info/warning and demonstrate navigating the course
- Organizing content into modules/units
 - Be mindful of cognitive load
- Using technology to provide feedback
 - Create a screen capture video to highlight and discuss issues

Effectively Using “New” Strategies

(Part 2)

- Using collaborative tools (wikis, blogs, Google drive, etc.)
 - Create a class-specific wiki or drive
 - Archive past activities to compare data and use as examples for future work.
- Using LMS calendar for automatic reminders
 - Intelligence Agents
- Small group discussions
 - Zoom breakout rooms
- Peer to peer interactive activities (e.g., group projects)
 - Use collaborative tools to facilitate and monitor work

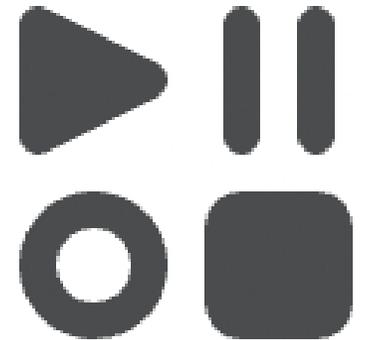


Image Source: <https://integration.echo360.com/hc/en-us/articles/360035038392-Adding-a-Remote-Plugin-to-Brightspace-for-Embedding-Echo360-Videos>

Basic Takeaway

- Technology is your friend
- Take the time to learn
- Schedule time to maintain knowledge
- Videos can be very useful!
- Be strategic and mindful of cognitive load



Image Source: <https://www.todaysoftmag.com/article/1952/time-management-and-energy-management-in-testing>

Can Apps reduce the mental load?

- First discussion of Mental Load are industry based:
 - 1916: cognitive load
 - 1960: mental load
 - 1990: pops up again as cognitive load
 - 2010: starts being used as a measure of stress related to error (innatentive driving, hospital-based care, etc.)
 - 2015: see it pop up in reference to elementary teachers
 - 2016: adolescent high-school student stress

 - 2017: first reference to current definition

Current conceptualization

- Definition: mental load is the cognitive effort involved in managing your work, relationships, a family, and a household. Mental load is the whole bundle of details you manage throughout the day. It has to do with your responsibilities, formal or not, as well as the decisions you have to make.

Apps tried

- General Productivity – todoist
- Household Management – tody
- Meals – mealime
- Mood/Habit tracker – Daylio

Todoist

- Cost \$5 per month, \$4 if billed annually
- This is definitely a keeper. I can have it on the laptop, phone, tablet at the same time, sync with my google calendar.
- Enter as events or within projects
- Set renewable tasks
- It thinks like I think. Like I type in SS250 seminar 7pm Wednesday for 9 weeks and poof! It is there
- It is a place to set things that are in my mental load so I don't have to remember them. Especially good for recurring events

3:05 67° 68° 63° 5G 91%

Upcoming

October 2022 TODAY

S	M	T	W	T	F	S
16	17	18	19	20	21	22

Oct 19 • Wednesday

- SS250-02 seminar
9:00AM 1 PG Teaching

- SS250-01 seminar
7:00PM 1 PG Teaching
- SS238-01 seminar
8:00PM 1 PG Teaching

Oct 20 • Thursday

- post seminar slides
PG Teaching

+

☰ 🔍 🔔

☰ ○ <

3:07 67° 68° 63° 5G 91%

Activity log

Sep 22 • Thursday

- You completed a task: **course audit**
11:12AM PG Service

Sep 21 • Wednesday

- You completed a task: **portfolio assessment**
3:46PM 1 PG Service
- You added a comment to **portfolio assessment: SOC 144**
did not pass. none of the outcomes were demonstrated
3:46PM PG Service

Sep 19 • Monday

- You completed a task: **check SS260X for submissions**
9:16AM PG Service

☰ ○ <

3:05 67° 68° 63° 5G 91%

Mary

5/5

- Inbox 14
- Today 13
- Upcoming
- Filters & Labels

Projects

- Work 7
- PG Teaching 12
- PG Service 5
- SS250 curriculum project
- AGLS Paper

+

● Book 1

☰ ○ <

Tody

- Cost \$6 per year
- Mixed.. It is a good system but I still have to have the time to actually do the work.
- It is really easy to set up but I got overwhelmed pretty quickly. The good thing is that it doesn't really pile on. It just becomes one giant list. However you can work through the list and have it scheduled again and tweak the schedule if it gets too much
- I need to mess with it a bit to fit my schedule in order for it to take away some mental load of deciding what needs to be done and when

Home

My next move will be dirty...

October Challenge Dusty is ahead: 67 pts.

Kitchen

Bathroom master

Bathroom kid

Living Room

Family Room

Office

Entrance

Laundry



Kitchen

Vacuum floor 48 days overdue

Mop floor 48 days overdue

Wipe counters 36 days overdue

Clean sink 25 days overdue

Organize fridge 13 days overdue

Organize pantry 42 days overdue

Clean microwave 14 days overdue

Clean fridge Due in 5 days

Organize freezer



To-Do

Due within: 2 Weeks Group by: Date

50 ✨

MONDAY (Oct 17) 47 ✨

Tidy up (thorough) 72 days overdue

Office

Vacuum floor 55 days overdue

Micah Bedroom

Mop floor 53 days overdue

Bathroom master

Change bed linen 51 days overdue

Micah Bedroom

Vacuum floor 51 days overdue

Laundry

Vacuum floor 51 days overdue

Family Room

Vacuum floor 50 days overdue

Master Bedroom

Vacuum floor 48 days overdue

Kitchen

Mop floor 48 days overdue

Kitchen

Vacuum floor 47 ✨

Mealime

- Cost \$2.99 for pro recipes but has a lot available for free
- Still have to actually cook 😊
- With a picky kid who likes what they like it is kind of “meh”
- I do like the simple ingredients and such
- We have a lot of family favorites and don't feel like importing them
- I do like the synching with stores

- My 22 year old off at college living alone really like this. She has complicated diet needs and she can tweak the app to send her only meals she can eat and the sizing is good as well for just her. So mixed results on this one. Not so useful for me but great for Katherine 😊

Meal Plan



Apple Quinoa Salad with Celery, Almonds & Dried Cranberries



Cheesy Broccoli Quinoa Patties with Tangy Cucumber Salad



Creamy Paprika Chicken (Paprikash) with Pasta & Dressed...



Blackberry, Lime & Vanilla Fool

Start Your Next Meal Plan

Recently Created

September



Basil-Veggie Ground Ragù over Potato Gnocchi with Parmes...



"Everything Spice" Crusted Salmon with Avocado, Cucumber ...



Seared Sirloin with Blackberry-Mint Sauce & Roasted Roo...

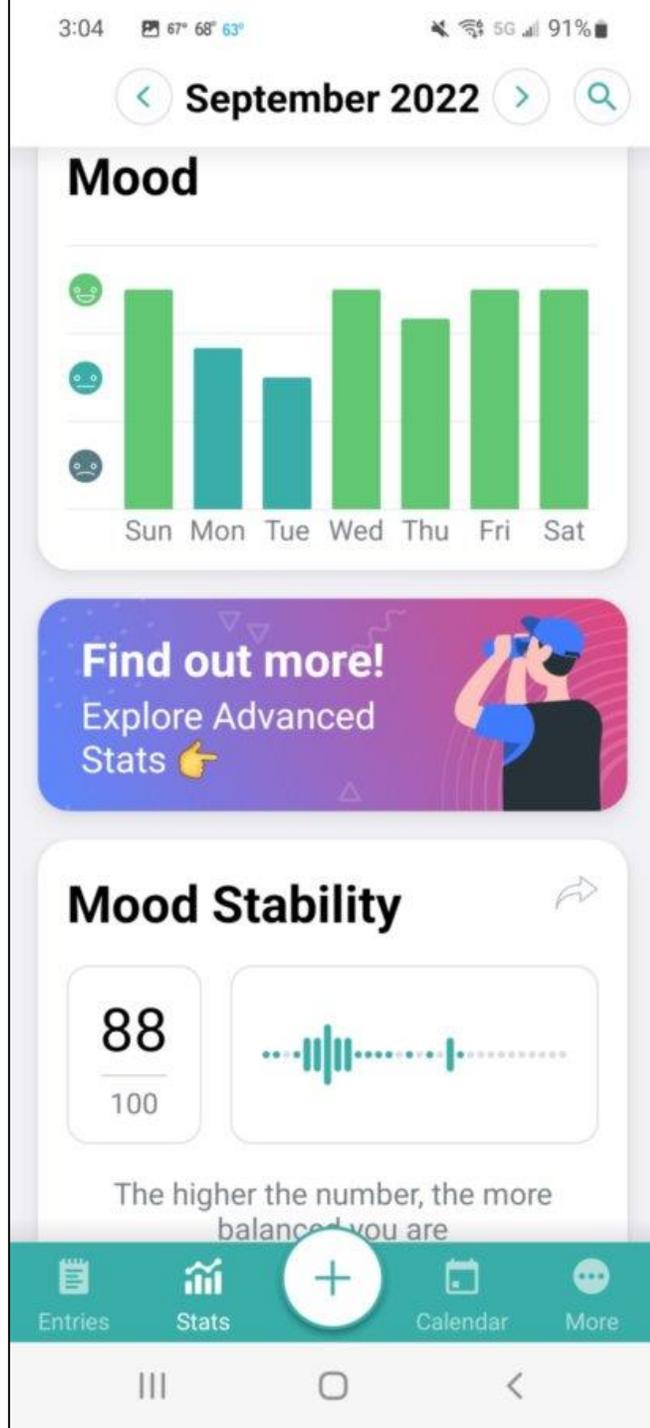
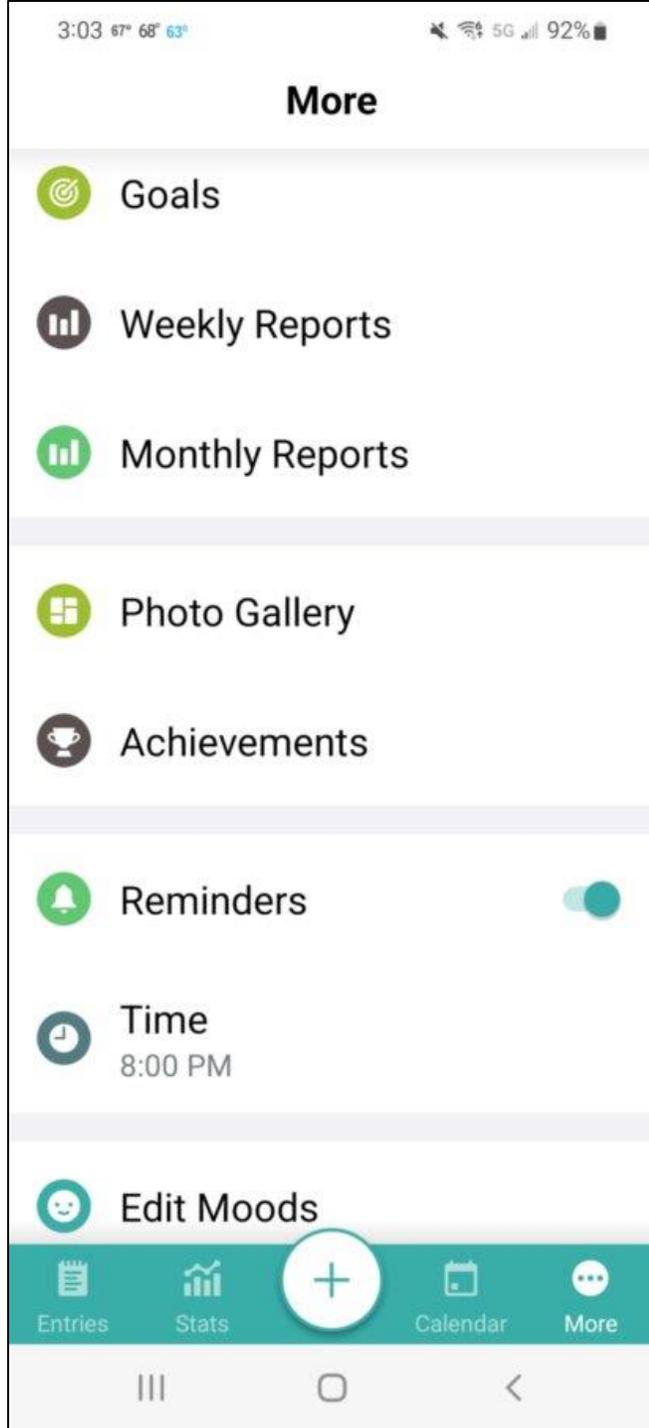


Creamy Feta, Chickpea, Tomato & Peach Toasts with W...



Daylio

- Cost \$2.99 a month or \$23.88 annually
- I think my mood may be too stable for that? I generally classify my days as either good or meh and nothing seems to be correlated at all 😊
- My child with executive function issues really likes the app as she is trying to make sure she takes her medicine every day and such tasks as that. It works really well for her
- I have already paid for the year so I may give it another try



The verdict

- I just need a Rosie 😊
- The apps can help take away the planning time but not the work as of yet so it does actually cut down on mental load, although getting behind on the Tody and having the dust bunny win September increased my stress a bit 😊