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Time and Environmental Management

Time management and environmental management are always challenges to me. When I first step into college, I always push my task till the deadline to complete. The result of that is easily to forecast, many assignment I complete is not very high quality. Until I get a really bad grade on one course, I finally understand the importance of time and environmental management. I am not a successful person on these aspect but I am definitely an experienced person on this project, I would introduce two ways I used to solve time management and environmental management.

When I think about time management, I think the only reason make it difficult to me is that I do not have a plan. When I push my task till the end, I always think I can finish them quickly, it is true, but I have to sacrifice the quality. But if I make a plan first, I would have a chance to improve the quality. So the first step I improve myself on time management is to set up a plan. However, after a few schedules, I find out that one plan or schedule is not enough. When you set up a big plan, there are too much details needs to complete. So the second step for me is to divide a task into small parts, and set up small deadlines for each of them. This will help me finish the task easily and more efficiently. After doing following these steps strictly, both my task quality and time management improved a lot. However, there are also disadvantages for this method, that is, if you divide the task too detail, the time you spend on dividing the task maybe even more than complete them. I used to try divide a task into really small pieces, complete each one of them only takes about 10 to 15 minutes, however, because the task have been divide too detail, the time I spend on divide them is almost one hour, for this time, I can complete nearly 4 to 5 small tasks. So my suggestions is that divide a task into pieces that you can finish between one hour and one and a half hour. This is the maximum efficiency I can get through this method.

Another challenge I face is I sometime was easily distract by some stuff that are not relate to my work. This will also decrease my efficiency. So my resolution for this challenge is to isolate myself. I used to read some articles says that listen to the music is helpful to study. After trying that, I sadly find out that listen to the music is not even useless to me, but also a big distraction to me. So I give up that method. Also if I really need to focus, I will try to wear a noise canceling earphone which can isolate the noise for me and create an absolutely quiet environment for me. Also, I would try to go to some quiet place without lots of distractions, which is library to me. As a result, when I really need to focus, I would go to the library and wear a noise canceling earphone. This is my best strategy against environmental distractions.

Time management and environmental management are two biggest challenge for me, however these are also easy to overcome. If you can stick with the plan, time management is solved, if you can find the best environment for you to work, the environmental management is also solved. I hope my suggestions can also help my peers who have the same problems with me.

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