

LESSON 24:

PERSONAL TIME ROBBERS AND TIME SAVERS

Background

Everybody faces distractions or Time Robbers, and most of us tend to be bothered by some types of distractions more than others. If you realize during this lesson that you have a lot of Time Robbers, don't be worried or frustrated! The more you learn to identify and talk about these Time Robbers, the more you will be able to manage them and the less of your time they will steal. Even the most accomplished time managers never eliminate all their Time Robbers: they just learn how to recognize them and find Time Saviors.

The Managing Distractions: What Are My Time Robbers Chart provided in this lesson's activity section can help you identify some common Time Robbers. When you *Identify* your Time Robbers and their causes, you can then find Time Saviors to help you *Remove* them. You will also have the opportunity to *Replan* by taking a moment to review and adjust your focus and your work goals as needed.

For example, if you Identify that texting a friend has distracted you and taken away some planned work time, you can Remove that Time Robber by putting your cell phone on silent, and you can adjust and Replan your work time by shifting your time markers and/or increasing your pace.

In this lesson's activity, you will be asked to complete and use the What Are My Time Robbers Chart or the Identify Time Robbers and Time Saviors Chart as a guide when you are doing a homework assignment. You will additionally be provided with a Time Robber/Time Saver Chart or sticky note that you can photocopy and fill out to help you track and problem-solve Time Robbers when you are working.

Directions

DONE (the goal)



You will understand how to *Identify*, *Remove*, and *Replan* to manage your personal Time Robbers.

DO (the steps you will take)

- Fill out the Managing Distractions: What Are My Time Robbers Chart or the Identify Time Robbers and Time Saviors Chart provided.
- Use your completed chart as a reference during a homework assignment. Mark a Midpoint on the clock, and check your assignment at that point to see how well your time is being used.

- If you identify a Time Robber—either a Time Robber from your chart, or one that you hadn't thought of before—write it down on the Time Robbers/Time Savers Chart provided (see the following example), or on a Time Robbers/Time Savers or regular sticky note.
- When your planned Stop time is reached, review the Time Robbers you identified at the Midpoint and problem-solve Time Savers.

Example:

 Time Robbers	 Time Savers
boring assignment hard- I'm not totally sure what to do phone messages	music playlist review class notes before set phone to focus mode for 15 minutes

- Add these Time Robbers and Time Savers to your Managing Distractions: What Are My Time Robbers Chart or your Identify Time Robbers Chart. Bring your revised chart with you to your next session to review and discuss.
- Keep copies of your chart as a resource to help you when you're planning future tasks so that you can pre-plan strategies to minimize Time Robbers and use Time Savers.





GET READY (the materials you will need)

- Pen or pencil
- A copy of the Managing Distractions: What Are My Time Robbers Chart or the Identify Time Robbers and Time Savers Chart
- Copies of the Time Robbers/Time Savers Chart, Time Robbers/Time Savers sticky notes, or regular sticky notes
- Homework assignment (choose one of your current homework assignments)
- Working Clock, dry-erase marker, and timer for Midpoint Check-In

Activity: Identify Your Personal Time Robbers and Time Savers

Managing Distractions: What Are My Time Robbers?

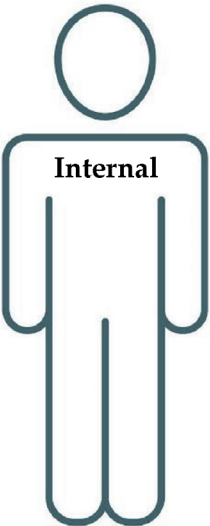
Identify * Remove * Replan

			Time Savers
Physical Needs 	Anxious	<input type="radio"/>	
	Sleepy	<input type="radio"/>	
	Hungry/Thirsty	<input type="radio"/>	
	Antsy	<input type="radio"/>	
Organization 	I can't find my assignments, papers, links, etc.	<input type="radio"/>	
	My papers/binders are messy	<input type="radio"/>	
	I'm looking for materials: pens, pencils, ruler, calculator, etc.	<input type="radio"/>	
	I do not have a plan for how to do this	<input type="radio"/>	
Scope 	I don't know how to start	<input type="radio"/>	
	I can't decide what to do. I'm not clear what the goal is.	<input type="radio"/>	
	I am trying to do too much	<input type="radio"/>	
	I forgot what the assignment was asking me to do. I have gone in a different direction.	<input type="radio"/>	
Focus 	I'm socializing	<input type="radio"/>	
	I am going from task to task	<input type="radio"/>	
	I'm distracted by technology or other objects	<input type="radio"/>	
		<input type="radio"/>	
Other		<input type="radio"/>	
		<input type="radio"/>	
		<input type="radio"/>	



Identify Time Robbers and Time Savers

External

Internal



Time Robber	Cause	Time Saver

 <p>Time Robbers</p>	 <p>Time Savers</p>