

“How to become a PRODUCTIVITY BEAST”

ENGINEERING PEER HELPERS

Looking to unleash your true potential? Look no further!

This handout will help you get the best results possible, manage your time like a boss, and become a productivity beast this semester!

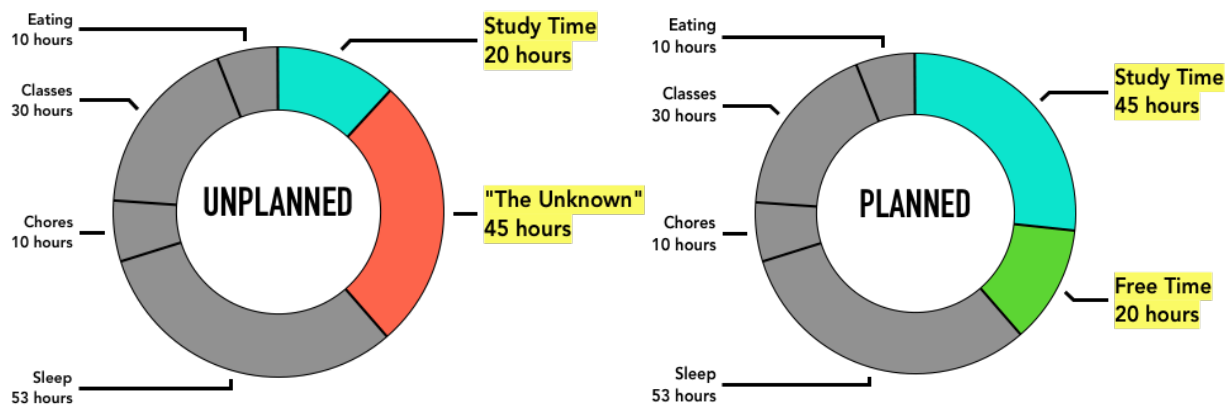


Productivity isn't just about checking boxes off your to-do list; it's about making sure you're getting the right things done, in the right timeframe, in a successful and effective way.

Reflect on how your time is being spent - with 168 hours/week, how much of that is actually put to good use?
As seen below, a planned week can help you completely transform your productivity.

A person who uses the **UNPLANNED** route may find themselves asking where the time went, while a person who **PLANS** can increase their productive study time and still have plenty of free time to spare.

Let's find out how this can be done!



This package contains the following items that will help you become a PRODUCTIVITY BEAST this semester, start to end (& beyond):

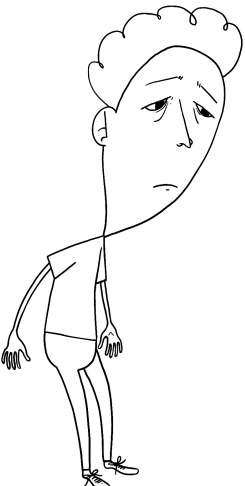
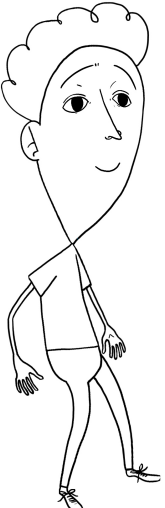
- 1 How to establish effective goals?
- 2 How to boost your efficiency?
- 3 Tools you can use to manage your time
- 4 Final Tips & Tricks

It's best to start fresh at the beginning of the semester, but it is also important to remember that it's never too late – by using some of the techniques outlined below, you will be able to excel beyond your own academic and personal expectations. Good Luck!

1 How to establish effective goals?

- A common mistake that students make is creating goals that are daunting at first sight. The key is to break down large tasks into bite sized pieces.
- Let's compare the daily task lists of Student 1 and 2.
 - Student 1 didn't study anything today because his tasks included "Read the textbook"; he didn't know where to start, so he got side tracked by social media and funny cat videos (4 hours later, he realized that he had accomplished nothing).
 - Student 2 outlined small, bite-sized tasks for the day like, "Read chapter 4", and even managed to take a break and sleep 7.5 hours.
- Once you are able to build a habit of establishing goals, you'll be able to more effectively prioritize tasks and set time management guidelines.
- It is critical to write your goals down on a daily basis.



Student 1	Student 1's Daily Task List	Student 2	Student 2's Daily Task List
	<ul style="list-style-type: none">• Read the textbook• Do problem sets		<ul style="list-style-type: none">• Read chapter 4 today• Review chapter 3 from last week• Take a 40-min study break and eat• Complete problem set 5• Re-attempt problems that I got wrong from the past 2 weeks• Go to the Gym• Get 7.5 hours of sleep

Engineering Peer Helper Tip!

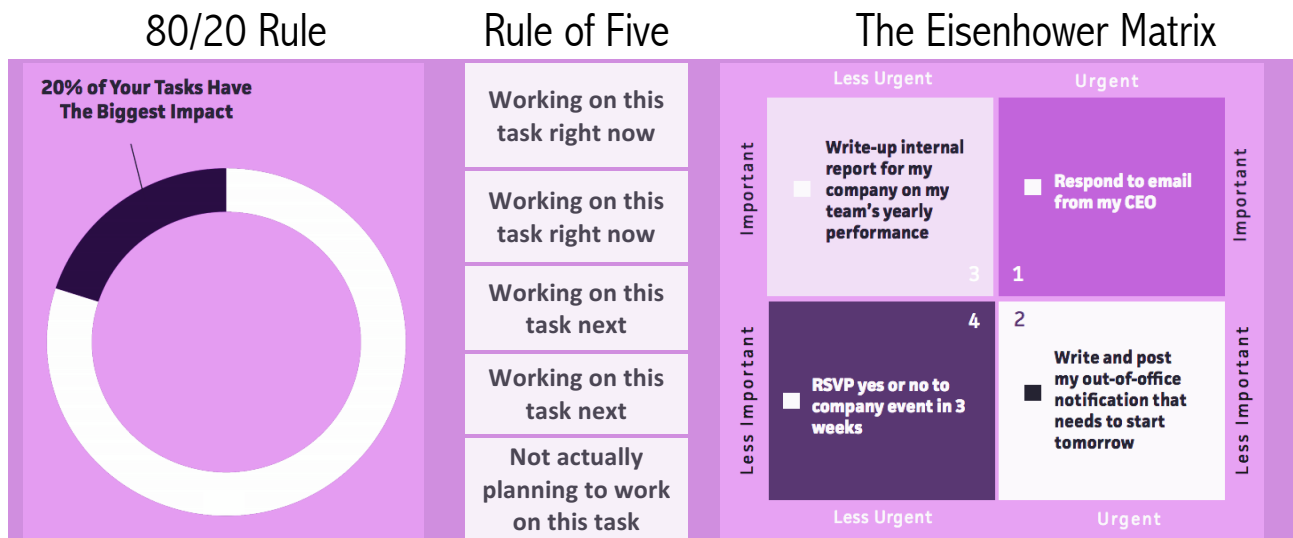
You can use Google Keep to easily create daily tasks



- Make sure you take the time to step back, reflect, and understand that even seemingly tedious tasks are part of a larger project with a purpose (professional or personal).
- Honing your process along the way will help you work more efficiently than you first expected, which means more goals are accomplished!

2 How to boost your efficiency?

There are proven techniques that can help guide your way to increased productivity.



20% percent of your tasks are probably going to have 80% of the impact. By prioritizing the tasks that have the most impact first, you will be able to redeem the highest benefit for all your work.

According to this rule, two of your five tasks should be ones you are working on right now, two more should be the tasks you will be working on next, and one task should be something that you expect to work on, but haven't actually planned for yet.

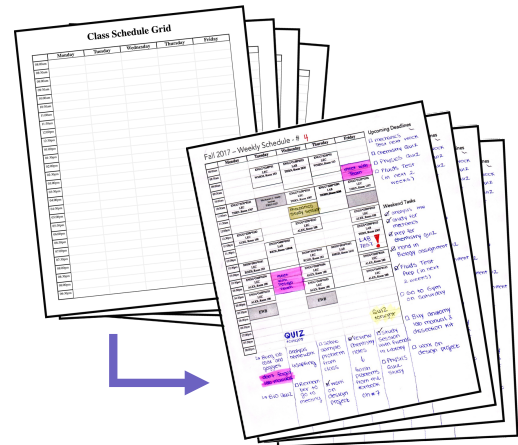
The idea is that all of your tasks can be sorted into four quadrants, with axes of "Important" and "Urgent". These four quadrants are given number values of 1 through 4 based on their priority. Tasks that are both "Important" and "Urgent" receive a priority level of 1, and should be your focus. On the other end of the spectrum, tasks that are deemed both "Not Important" and "Not Urgent" should be put to the wayside.

3 Tools you can use to manage your time:

Peer Helper Approved (👍)

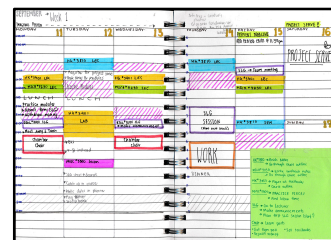
Webadvisor Class Schedule

1. Print out 12 copies of your class schedule (ideally with extra space around the border)
2. At the start of the semester, spend a few hours adding in any important deadlines and reminders for yourself (ex. *Begin outline for report – due in 2 weeks*), make sure to refer to all your course outlines (**Tip: colour coding by class also helps**).
3. You can easily book meetings throughout the week and organize daily tasks without the fear of double booking yourself.
➔ This way, you will always know what to work on.



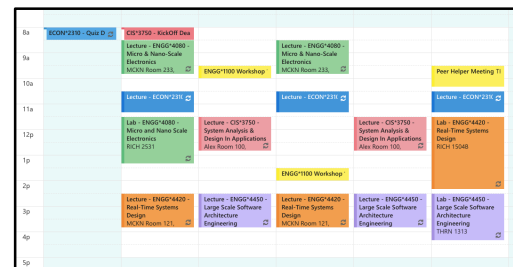
Physical Planner

Similar to the Webadvisor method, you can use a physical planner (Tip: You can get one free from the ENGSOC office). Besides the extra time it takes to add your classes, this method works in the same way as above



Electronic Planner

You can also use an electronic planner (ex. Outlook Calendar). If you are looking to save time, this is definitely the best way; you can repeat your class schedule for the entire semester, add instant notifications and view your planner on various platforms.



Monthly Erasable Planner

Lastly, you may choose to use a monthly planner. This allows you to view the semester more broadly and can be really helpful, especially when used alongside a weekly planner.

The University of Guelph Bookstore is a great place to get a large erasable monthly planner.



4 Final Tips & Tricks

1. Limit distractions

- You can use apps like the ones below to help limit you from distractions. This will help you build a habit of staying focused on productive tasks...and yes, this includes limiting *Netflix & Chill* 😊.



Forest



Self Control



Block Site

2. Take regular breaks:

- It sounds counterintuitive, but taking scheduled breaks can help improve your focus. Research has shown that taking short breaks increased your productivity.

3. Set self-imposed deadlines:

- While we usually think of stress as a bad thing, a manageable level of self-imposed stress can actually be helpful in terms of giving us focus and helping us meet our goals. Try giving yourself a deadline, and then stick to it. You may be surprised to discover just how focused and productive you can be!

4. Follow the “two-minute rule”:

- Entrepreneur Steve Olenski recommends implementing the "two-minute rule" to make the most of small windows of time that you have at work. The idea is this: If you see a task or action that you know can be done in two minutes or less, do it immediately - completing the task right away actually takes less time than having to get back to it later.

5. Is multi-tasking the right way?:

- While we tend to think of the ability to multitask as an important skill for increasing efficiency, the opposite may in fact be true. Psychologists have found attempting to do several tasks at once can result in lost time and decreased productivity. Instead, make a habit of committing to a single task before moving on to your next project.

6. Give up on the illusion of perfection:

- It's common for students to get hung up on attempting to perfect a task--the reality is nothing is ever perfect. Rather than wasting time chasing after this illusion, bang out your task to the best of your ability and move on. It's better to complete the task and move it off your plate; if need be, you can always come back and adjust or improve it later if time allows.

