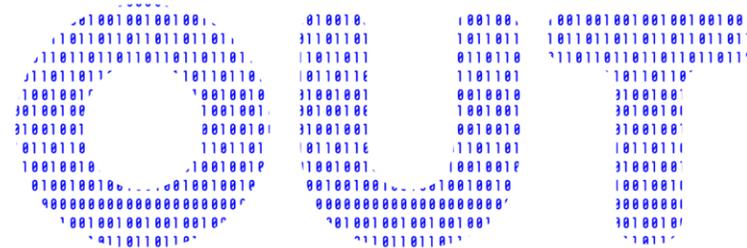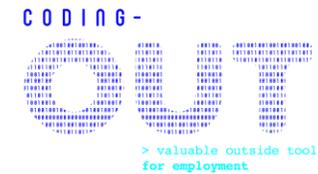CODING-

OUT

> valuable outside tool
for employment

Unit 1 – Self-management and self-development

Subunit 1.2. - Time management and online learning

"Productivity is not an accident. It is always the result of a commitment to excellence, intelligent planning and focused effort." - Paul J. Meyer

Objectives:

SubUnit 1.2.: Time management and online learning main objectives towards the participants are mainly:

- Be aware of **how to use time** and develop **time management skills**.

- Demonstrate ability to **organise, prioritize and manage the study time.**

- Difference between various types of learning objectives and define your own.

- Prioritise online learning resources and enhance your learning autonomy.

- Improve inmates learning skills and help them to create their own learning agenda and to identify   their   learning   objectives.
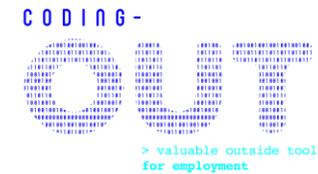
What is "time management"?
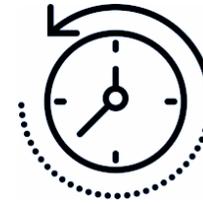
Time management is based on taking control of the real time needed to accomplish any specific task on a daily basis, it is the ability to take control and plan the use of your time. So, it is based on spending time where it's needed and when it's needed, i.e., doing the right things at the right time.

As time is a limited asset, properly managing our time helps us to improve our productivity and our effectiveness by allocating your time in where it has the main impact, as being able to better achieve your goals.

What does time management includes?

- Being aware of the limited amount of time we can count on.

- Managing our time to improve our competitiveness, productivity and efficiency.

- Setting out goals.

- Prioritizing our daily/weekly/monthly tasks.

- Taking decisions about our own time.

Developing time management skills is fundamental in order to be as efficient as possible. Time management helps us to be more productive in our work and in our training and learning, making people able to be aware of the time they need to properly complete any task and helping them to better organise their time.
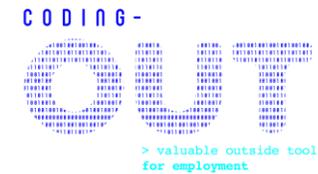
Some BENEFITS of time management

1. Provide better quality in work and learning, which will turn on more learning opportunities and growth career eventually.

2. Being able to enjoy some more free time as you are able to accomplish more in the stipulated time frame.

3. It is helpful to reduce levels of stress and overwhelm related to activities accomplishment and helps you and your learners focus.

4. Time management reduces waste of time and effort.

5. Improve self-confident by proving your ability to accomplish your tasks, achieve your goals and enjoy your time, but also improves self-discipline and organization skills, which are valuable skills that will help you in other aspects of your daily life.
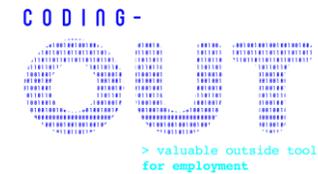
Some BENEFITS of time management

Specific benefits linked to self-learning are the following ones: when you plan your study time and manage to properly take profit of that learning time, you are highly focused on the lesson, so you will take profit of it and what's even more important, you will also feel accomplished. You will save lots of re-work and re-study problems!

*Watch this video: [The philosophy of Time Management TED Talk by Brad Aeon (12:07 min)](#)*

TIME MANAGEMENT STYLES

You will find here some different time management styles, there are as many styles as individuals, but we propose you the most common ones. It's important to identify your own time management style, so don't hesitate to search for further information. Maybe you can try different styles until you find out which is the most suitable for your lifestyle and requirements.

Source: 6 time management styles and personalities
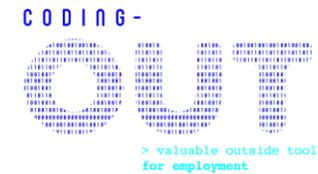
TIME MANAGEMENT STYLES

- **Hopper Time Management Style -** these time managers value their time based on their tasks, as they do love to stay busy and switch activities all day long. Hoppers will improve their time management skills by avoiding distractions during each specific task, instead of managing several tasks at the same time.

- **Hyper Focus Time Management Style -** this kind of personality is characterized by being so focused on details they can't finish one single activity until it's perfectly done, they are deeply involved in the task and they lose effectiveness. It's important for them to plan strategies that help them to transition from one task to another one, it may be also helpful for them to schedule different phases of each project and plan their tasks daily.
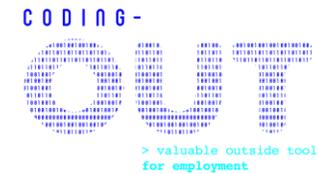
TIME MANAGEMENT STYLES

- **Big Picture Time Management Style -** some people are used to focus on the big idea and they get lost in the details. These learners should focus their time management in daily/weekly planners and carefully take note of all the tasks and details that need to be accomplished for each task, so they can properly accomplish them before swiping for the next activity.

- **Perfectionist Plus Time Management Style -** this personality gets really involved in details due to personal high standards and self-exigence, which is a waste of resources and energy. For them, it's important to learn how to prioritize tasks to better assign their time. Planning their tasks daily/weekly/monthly should be really useful, so they are able to focus on the big picture and keep on track with the learning.
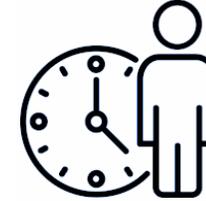
TIME MANAGEMENT STYLES

- **Impulsive Time Management Style -** this style balances spontaneity with the lack of planning. Setting out a plan and scheduling their time will be helpful if they are an improviser, but keep in mind they need to really stick to it. Timelines, timers or alarms will be useful tools too to keep them on track and remind them how much time they really have to accomplish each activity.

- **Cliff Hanger Time Management Style -** if someone thinks they work/study better under pressure, then they are a cliffhanger. They may need a deadline to get focussed on the task, they always get things done at the last minute. They will benefit from earlier scheduled dates for their most important tasks and need to make sure that they plan some goals they can accomplish everyday to keep them motivated. Visual reminders and time-block scheduling tools will be the best weapons to reduce stress.

TIME MANAGEMENT STYLES

Styles to be avoided: if you identify yourself as a casual time manager or a cliff hanger, try to evolve day by day from this point to better positions, as the balancing time management style or maybe, the early bird. Your time management skills will improve as long as you keep focus. If you identify your learners as casual or cliff hanger managers, try to provide them with the right tools to improve their time management skills.

EXTRA READINGS:

- Identify your time management style

- Increase your productivity by knowing your time management style.

How to properly manage your time

There are some interesting tips one can use while organising online learning time, which are:

1. **MAKE A PLAN** - Planning ensures your work will be done on a regular basis and always on time. Set out your goals and within a plan create a TO-DO list and prioritize your tasks and deadlines. In order to make it easier, Alan Lakein proposed to divide tasks into smaller ones (this is known as the [The Swiss cheese Method](#)).

2. **CREATE A STUDY AREA -** design and arrange your own study area will help you to establish a routine.

How to properly manage your time
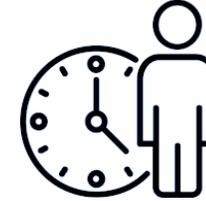
3. SCHEDULE A ROUTINE - establish specific times for your learning time and, when possible, set up alarms or notifications to assure you are not missing your study time. Be aware of the importance of designing your agenda based on previous experiences. Each person has their own biorhythm, so you may already know which are the best times for you to develop each task.

4. BE FLEXIBLE + MANAGE INTERRUPTION - it would be helpful to also plan for some free time in case you need to solve other issues unexpected, or even for distractions, so you will not be in a hurry to accomplish your main tasks.

How to properly manage your time

5. MONITOR YOUR PROGRESS DAILY - *Are you making the best of your time?* although your study time doesn't take place in a classroom, showing up on your online lectures daily will ease your study, but also will support your progress and show your dedication to the learning. Encourage your learners too to keep up with their study progress!

6. AVOID DISTRACTIONS - pay attention to avoid all types of distractions (music, social media,...) which can slow down your learning. Keep this in mind when designing your study area and when training your learners as well. Try not to multitask and be focused on one activity at a time.
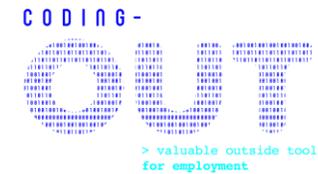
Your Coding-OUT weekly planner

Here we propose you a weekly planner specifically created for this SubUnit 2.

We recommend you to start your weeks with Mondays, but it's up to you. If you want to create a monthly planner by using the previous template, you just need to put together four of them.

Coding OUT: WEEKLY PLANNER

Month:
Week number:

Day of the week:							
6:00 8:00							
8:00 10:00							
10:00 12:00							
12:00 14:00							
14:00 16:00							
16:00 18:00							
18:00 20:00							
20:00 22:00							
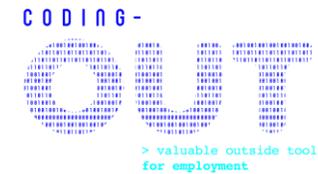
PRODUCTIVITY

In his publications, Stephen Covey popularised the **matrix of priorities** created by General Eisenhower during World War II to organise his soldiers. Such was its simplicity and usefulness, that today it is still a basic tool we can apply to our organisational skills and personal productivity.

To be able to use it we must reflect and analyse the **importance** and **urgency** of each task and then decide on the relationship between the effort and time we must apply in each case.

- **IMPORTANT:** that which contributes to the achievement of results (personal or professional).

- **URGENT:** that which demands immediate attention, irrespective of whether it is actually important or not.

Watch the following video for further information about time management matrix of priorities: How to Prioritize Tasks Effectively: GET THINGS DONE (3:05min)
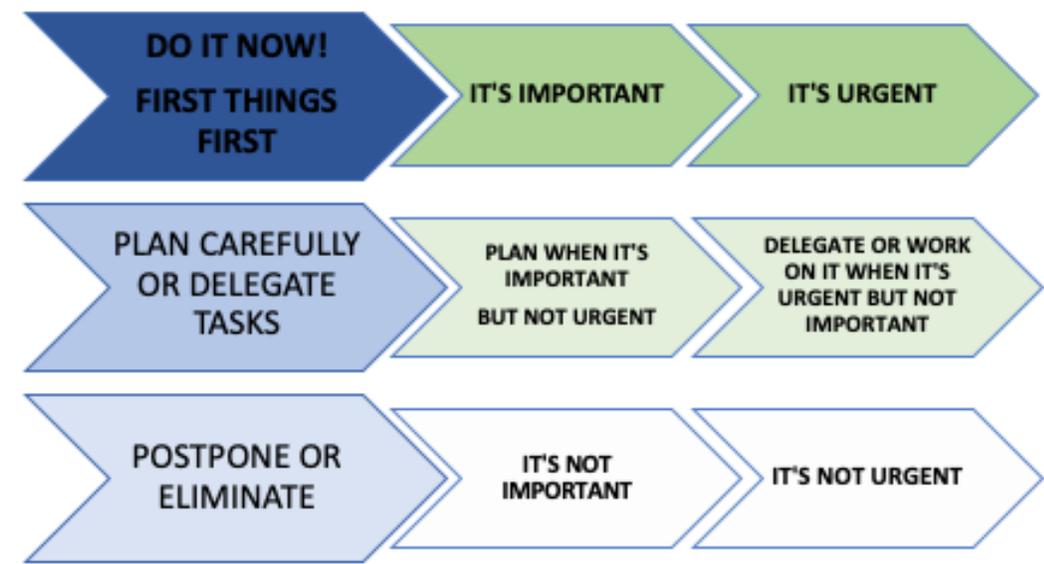
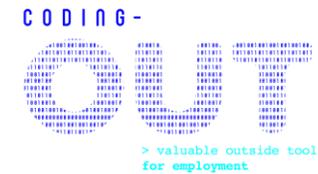# The combination of URGENCY-IMPORTANCE determines what we need to do:

- **High URGENCY and high IMPORTANCE:** These tasks are important for the achievement of our goals, and we also run a risk if we do not perform them on time. Hence the rush, the burdens, etc. These tasks are **essential**.

- **High URGENCY and low IMPORTANCE:** We usually start these tasks when we have finished the essential ones, because we are already emotionally hooked to the pressure. However, **the ideal way to deal with these tasks would be to stop and think about what is important and what we can do ahead of time,** so that they do not become another fire to put out!

The combination of URGENCY-IMPORTANCE determines what we need to do:

- **High IMPORTANCE and low URGENCY:** These are the important tasks to achieve objectives, but they do not need to be done immediately. If we work on these tasks a little every day, we can avoid unnecessary stress and we will feel like we have things under control.

- **Low URGENCY and low IMPORTANCE:** These are basically a waste of your time. You should just "throw them away" because they are **irrelevant.**

TIPs on how to work on self-efficacy

- Set **time limits on tasks**, and determine how much time you need to complete them. Reflect on how important something is and assign a reasonable time to complete it.

- **Group similar tasks together and categorise them**. For example, make phone calls at the same time.

- **Keep in shape**, it will make you feel much better and help you maintain a high work output.

- **Start the day with what you do not like doing first** so that you do it when you are most alert and most focused. Starting with something you like can mean you end up spending more time on it than is actually required.

TIPs on how to work on self-efficacy

- **If something quick and easy comes up, do it now!** Do not add it to your "to do list", because you're probably wasting more time on that than actually doing it.

- **Reserve some time on a weekly basis to think, plan, organise and prioritise.** Also, check what you did the previous week, what was not done or pending, what has just recently come up as new tasks etc.

- **Take advantage of the resources and tools you have at your fingertips.** Fortunately, technology offers many applications that you can use to improve your efficiency today.

TIPs for time management

- Try to plan your time ahead and sit aside for a set time of the day to work on the course

- Don't multitasking and focus on the present moment

- Reward yourself after completing your tasks

SELF-LEARNING: Different learning styles

"*Learning style*" refers to the way in which a learner processes, comprehends, absorbs and retains information.

Understanding the different learning styles is a great help for trainers while handling their learners individually based on their disparity rather than as a homogeneous group.

One of the most popular classifications is the VARK model, in which learners are identified according to their sense of preference.
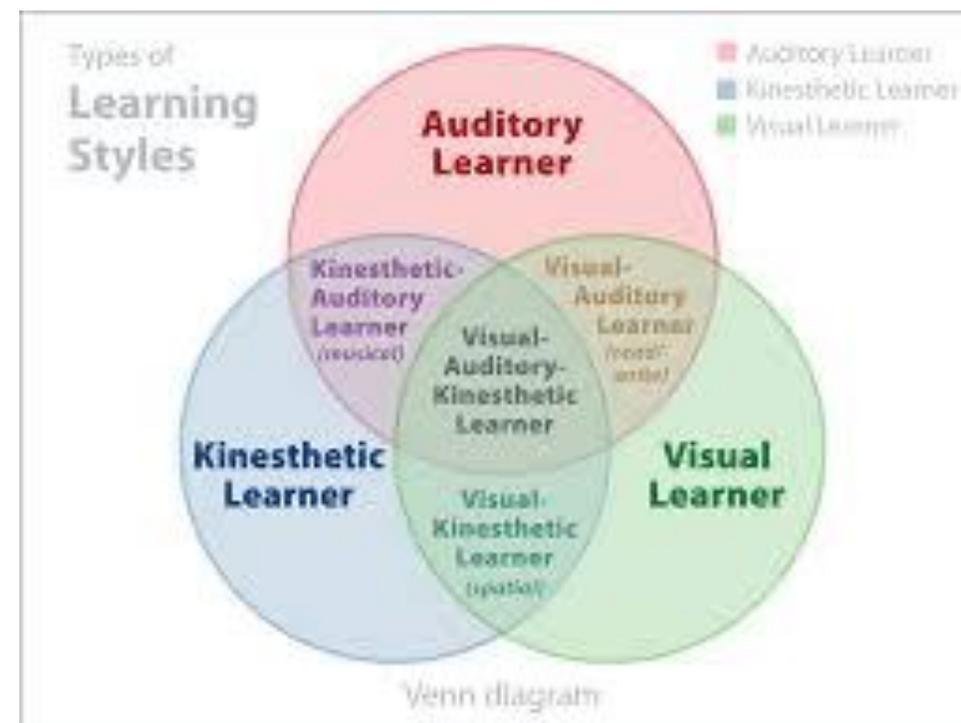
Learning Styles

Visual: this may be your learning style if you prefer learning by graphic displays such as diagrams, illustrations, videos, infographics or charts. If so, you will learn best by seeing, which is the most popular learning style. If you identify visual learners, you can help their learning by using diagrams, presentations, etc., to deliver information.

Auditory: some learners learn best by hearing, so their learning is reinforced by sound (recording, listening to lectures, loud reading outs, songs,...). A great tool to help auditory learners is to read the lessons out and, if necessary, repeat them. You can also propose a time to deliver a questions-answers exercise, so you can discuss out loud.
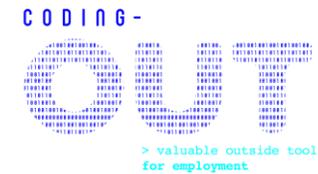
Learning Styles

Reading/Writing: you may prefer taking notes, to use your textbook, read definitions and articles, searching for new online information or writing your own presentations, then you are more likely to belong among the reading/writing learners. This is the easiest learning style to handle out with, as most of the studying content is based on written sources.

Kinesthetics: there are learners who prefer learning by touching and doing , they learn best by a "hands-on" experience as once they are able to physically sense it, abstract concepts get easier to understand. They need to move and experience the learning through dynamic experiences. Use real life examples, applications and case studies, keep moving while learning and involve learning games!
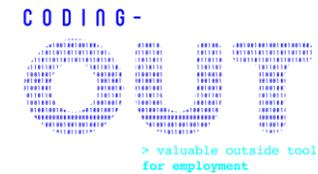
Some different learning styles are identified as:

- **Logical:** these are the students who want to know the reasons behind concepts, methods and theories. Logical learners should: classify and group information together, plan agendas and rank activities,...

- **Social**: you may prefer to study with a group rather that on your own. You are a social student if you are a natural group worker, you love to ask for feedback and enjoy socialising.

- **Solitary:** it's also possible that you prefer studying alone and keep to yourself. Solitary learners enjoy thinking independently. They can be actually quite outgoing but prefer to be on their own when studying.
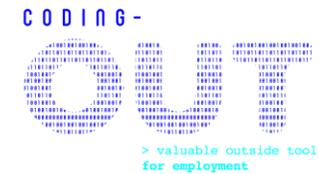
Discover your own learning style!
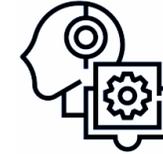
By discovering which learning style which is the most suitable one for your study aims and learning time, you will gain effectiveness and you will save time while still making the most of your learning. It's also quite important to try to identify which are the learning styles among your students. It would be helpful to improve your lessons and make their study time more enjoyable and successful.

Which learning style suits your needs the most? Have you learned something new about yourself?

ONLINE LEARNING

The **online learning** is a distant-friendly learning methodology which includes the use of ITCs and communication between learners and trainers as its main exes. So, online learning, which has being an increasing trend a few years in a row, combines electronic resources with traditional learning strategies in order to provide some new benefits for students.

Some benefits of online learning for students

- Flexibility (both in terms of time and environment)

- It's cheaper than the traditional offline learning

- It may improve self-confident and self-discipline

- Plenty of training options

- It may help you boost your career

- Huge development of "microlearning" options
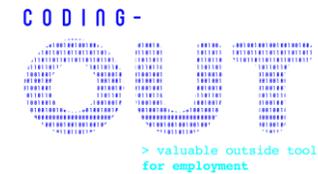
What is a "MOOC"?

MOOCs are based on the idea of an open and massive learning provided in the net. Currently, more than 800 universities worldwide offer free online courses for a limitless number of interested users.

These online courses propose both training flexible strategies and bi-directional communication between teachers and students through the internet. They include materials suchs as videos, reading, questionnaires, but they are also participative and include forums aiming to build a community between participants, which provides an opportunity to build a network in where sharing knowledge and experiences is promoted.

What is a MOOC? by Dave Cormier 4:26 min
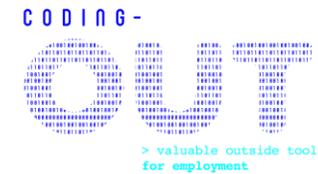
When studying on the internet be aware of:

- Verify information online.

- Recognise unreliable and reliable online information sources.

- Apply learning strategies and time management skills to your online learning.

- Online sources that can be considered as credible: materials published in last couple of years, research articles from known authors, information from domains like .gov, .edu, .ac. Try to make your research on Scholar Google.

- Sources that should be avoided: out of date materials, posts on social networks, blogs, articles without citations, Wikipedia, domains like .com, .org, .net, etc.
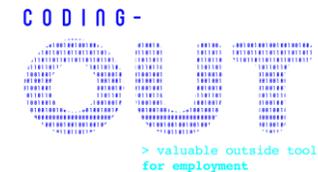
# How to stay focused when studying on the computer

As you spend so many hours in front of the computer, it's possible that you struggle with focusing. In addition, spending so any hours on the computer may produce health issues, such as: blurred vision, headaches, skipping launch hours, being seated for a long time,... So do not forget to plan your breaks to unwind and move, stand up and stretch!

To better plan your online learning time, you may be interested in using some computer monitoring softwares. These softwares provide you insight about your computer usage along the day as they allow monitoring activities on the computer: website usage, where and for how long, software and documents usage,... Here we propose you some free softwares you can use, but feel free to search for the one that suits your needs and learning style the most: **SESAME**, **Jiffy**, **Forest App**, …
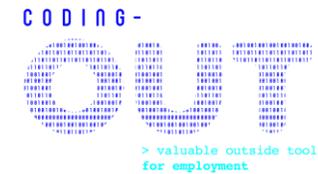
TIPs for online learning

- Set your own learning aims, be coherent with your planned study time.

- Take time to analyse different learning styles and select the one that suits you the most.

- Adjust the equipment for its proper usage.

- Take care of your eyes and take breaks often.

- Avoid computer distractions.
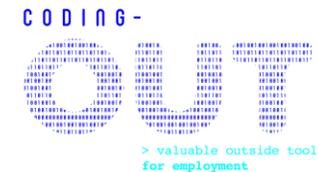
# Additional resources:

Related videos in English:

- The_philosophy_of_Time_Management_TED_Talk_by_Brad Aeon (12:07 min)
- A powerful lesson about time management (4:14 min)
- Study Skills - Managing your Time (4:29 min)
- How to create a productive workspace
- Studying without a study space

Related videos in Portuguese:

- O que é autogestao?
- COMO SER MAIS PRODUTIVO - A TRIADE DO TEMPO
- Escolhas (Curtas animado)
- Como Traçar METAS Que Geram Grandes Resultados - Meta SMART

Related videos in Spanish:

- Técnicas para la Gestión del Tiempo: El método Eisenhower (7:50min)
- Tiempo para todo: Ezequiel Kahan at TEDxAvCorrientes 2013
- Tipos de ESTRATEGIAS de APRENDIZAJE (3 formas fáciles de aplicables en 5min)
- Estilos de Aprendizaje VARK
- E-Learning conceptos clave
- 4 consejos para estudiar a distancia: ¿Cómo organizarme para estudiar online?
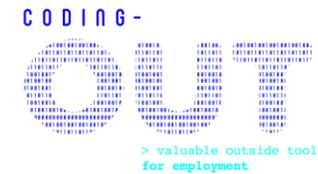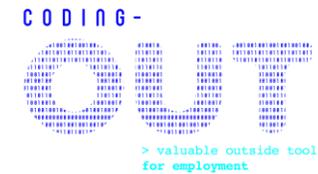
Activities
Your turn!

Activity 1.

You can use the following matrix of priorities to schedule your tasks and activities based on their importance and urgence. Before starting the Coding OUT training, it may be useful to plan the learning time with inmates, so you can know what they think which more important for them or more difficult and, in addition, you all will be able to manage learning time better.

MATRIX OF PRIORITIES	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Use this matrix to help inmates to schedule and organize their priorities (both when VET training in prison, but also help them to organize some important activity when being out of prison)..
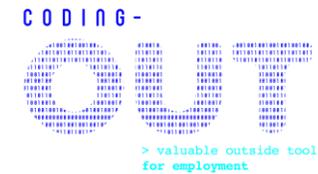
Activities
Your turn!

Activity 2.

We propose you to complete the quiz below to discover what is your learning style.
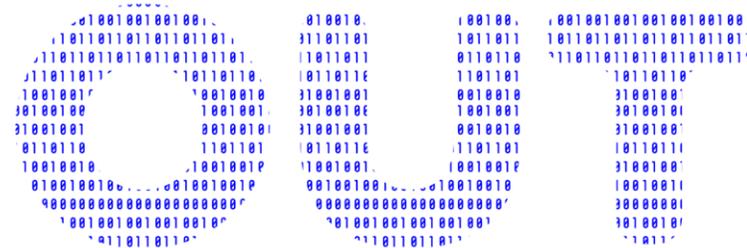
[What's Your Learning Style? Quiz](#)

Self-reflective questions
Your turn!

- Self-reflect on how your time could be used more effectively. How do you benefit from your time management? Think about the things you would love to do if you had more leisure time and take advantage of it!

- Create your study time own agenda. You can use any online templates available do to it. Try to schedule your days for a week long, so you'll clearly know what to do at each time.

- How can you apply your learning when training inmates? Which soft skills are the most useful ones for them?

Unit 1 – Self-management and self-development

Subunit 1.2. - Time management and online learning