

LC-DC Podcast Episode 1: Planning and Procrastination with Avery

Transcript

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Hello Douglas students! My name is Avery Johnson and welcome to the Douglas College Learning Centre Podcast, where we explore methods of tutoring, studying. and learning.

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Today we are going to talk about time management and planning. But first, Douglas College respectfully acknowledges that our campuses are located on the unseeded traditional and ancestral lands of the Coast Salish peoples, including the territories of the q'ícəy' (Katzie), q'w'a:n̓'ə'n̓ (Kwantlen), k'w'ik'wə'łəm (Kwikwetlem), x'w'məθk'wə'əm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəwəθən (Tsawwassen) and səlilwətał (Tsleil-Waututh) Peoples.

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Now, as someone who barely passed high school, this is something I wish I had help with five years ago. When it comes to planning, there's this negative stigma around it, and I thought that way too, at the time that, oh, I don't want to schedule it just fills up all of my time. I have nothing left for myself. I can't spend time with my friends or my family. Yadda yadda yadda. Nah. I am here to tell you

that this is absolutely not the case. Planning isn't there to weigh you down. It's there to take the weight off of your shoulders.

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The best answer I found while researching this is that planning helps you spend time the way you want to spend time. A good plan helps you complete important tasks sooner. It helps you balance school and personal life, and it helps combat procrastination. So, you wish to start making a schedule, eh?

Well then, let's get started, shall we?

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Your first step is to find what your plan will go on. Is it going to be your phone, your computer, planner, or a calendar? What works best for you? Best way to figure this out is think about what you have on hand most of the time, like I have my phone on hand most of the time so I usually just use the calendar app on that. If you have a planner with you or a journal, you can use that. If you have a laptop that you always bring, then you can use that, whatever is easiest for you to glance at quickly is what you should use.

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However, if you have trouble keeping track of deadlines, I definitely recommend keeping something physical. Writing something down is way better for your memory than it is typing it or texting it on your phone or computer. For example, one of my friends had a whiteboard on their wall and they would write down all

the things that they had to do today. That's a great way to keep track of your schedule, a calendar or a journal, something you can write down on. All right, so let's set the stage here. It's your first term at Douglas College. You have all your classes lined up. What are you going to do?

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Write them down. Make sure that all of your classes are fitted into your schedule before you even start. That's the biggest thing to do, otherwise you'll miss your first class because you messed up your schedule. That is totally something that I didn't do. First day of classes, once you get your course outline, make sure to write down any important midterms, finals, presentations.

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Highlight those in as soon as possible so that you can create the rest of your schedule, knowing that in advance. So look at all of your open spaces afterwards. What free time can you use towards homework? What free time can you use towards those big assignments, or studying? All right, now that you have your schedule written out and you start getting homework assignments, the next big step is prioritizing, and I remember hearing this analogy in a Ted talk. It was really good. Prioritizing is like a big bowl of stones. You got to get the big ones out of the way before you can try and grab the little ones. Make sure to sort your assignments by highest priority to lowest priority. Do you have a big project coming up that's worth 20% of your mark?

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Probably a high priority assignment. A little homework assignment that's due in like a week? Probably on the lower end. It's all up to you. When you're planning the biggest obstacle that you will face if you are like me, is procrastination. Where are my fellow procrastinators at? No, we're going to fix that. Don't worry.

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The first step into managing your procrastination is find out what makes you procrastinate. Is it TV? Is it video games? Is it talking with friends? Find whatever triggers you to step away from your assignment. Another huge thing that helps when it comes to procrastination is splitting the assignments up into easy, manageable chunks. If you have a couple weeks before an assignment is due, take that as an opportunity to split it.

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One thing that can help with procrastination coming even if you start breaking it up into chunks is tricking yourself into doing a little bit a day. Just say to yourself: "Oh, I'm not going to finish this assignment right now. I'm just going to do 30 minutes. Look at it for 30 minutes. Write some stuff down and then I'm going to move on."

If you do that once a day, you will get so much work done and you won't even feel like it was work.

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Some things to keep in mind once you have your assignments prioritized and your schedule written out is don't overwork yourself. One hour a day is better than 8 hours the night before. If you have a big assignment that's coming up and you've given yourself enough time - so let's say it's due in a week - one hour a day working on it is always better than cramming it into the last minute. Second thing to keep in mind is flex time. Always set yourself an hour or two every day. Just leave it blank on your schedule so that way you could either use that time to relax, or if something important comes up, you have those free hours to work on it.

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Last thing I want to mention is if you ever get overwhelmed with your schedule, if you ever find yourself in burnout, clear some time, take some hours to yourself. If the amount of work is getting too much, talk to your student advisor or your teacher, and if your mental health is being affected, I definitely recommend seeing the Douglas counselors. New Westminster campus is room S2680. And at the Coquitlam campus, it's A1050. Planning is always great, but your mental health should come first, and if you ever feel it's being affected, please talk to someone.

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And that wraps up my time management and planning podcast. Some things to remember:

Planning is not a weight on your life. It's there to remove that weight. An hour or two a day is better than everything at the last minute, and Douglas College has plenty of services available to help you. For instance, just like the Douglas College Learning Centre. We provide free one-on-one peer tutoring to all Douglas students. You can book an appointment or find out more information at our website: Library.douglascollege.com/learningcentre. Well, that's it from me. Best of luck to your studies and take care!