

Hello & Welcome

 This session will begin shortly.

While you wait, please download the slides for today's session from the [LevUL up website](#).



In association with:



Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These recordings will be stored by the University of Limerick for one year and may be published on our website during that time.
- By taking part in a session you give us your consent to process any information you provide during it.

Welcome to

Tech for Time Management

A LevUL up Workshop



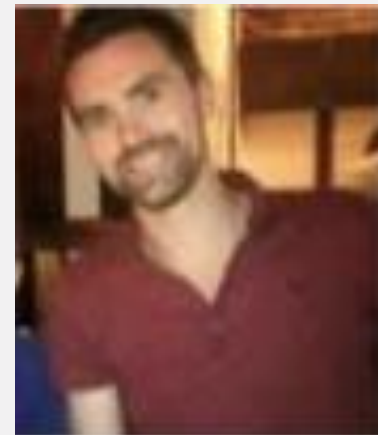
LevUL up
ULs Student Digital Skills Series

Who we are



Jasmine Ryan

UL Student Associate Intern, Enhancing Digital Teaching and Learning (EDTL) project, Centre for Transformative Learning




David Moloney

UL Project Lead, Enhancing Digital Teaching and Learning (EDTL) project, Centre for Transformative Learning



AIMS

- Eliminating distractions and helping you focus
 - Planning for assignments, assessments, and exams
 - Organising your notes and coursework
 - Additional resources
- 

Okay -- focus.

Let's start with eliminating distractions.

- Put away your phone.
- Get a piece of paper or open a word document.



Apps

Cross-Platform

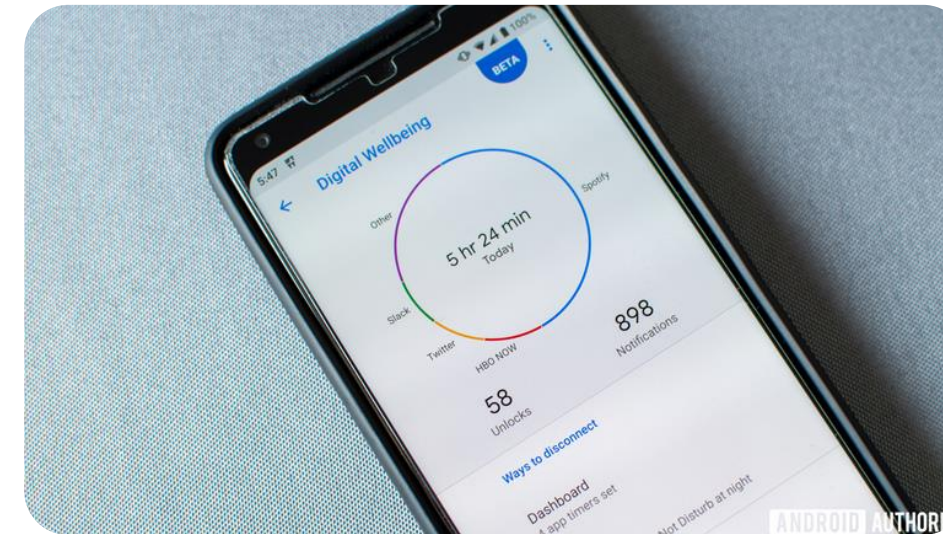
- BlockSite: Limit usage and block sites.

Native Apps

- iOS ScreenTime
- Do Not Disturb
- Android Digital Wellbeing

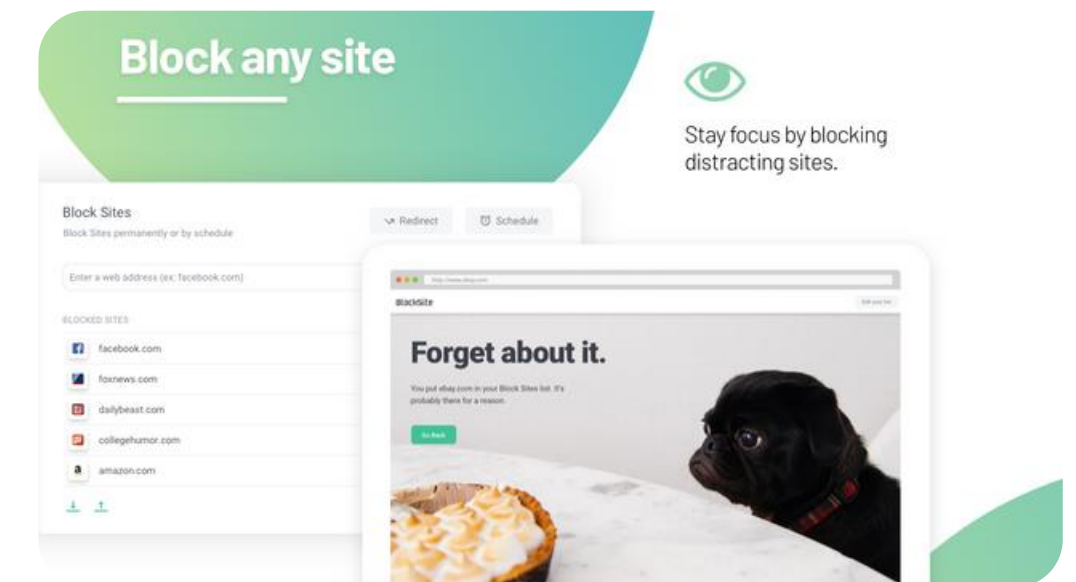
All devices

- Forest: set focus timers + plant trees!



Android's Digital Wellbeing

BlockSite



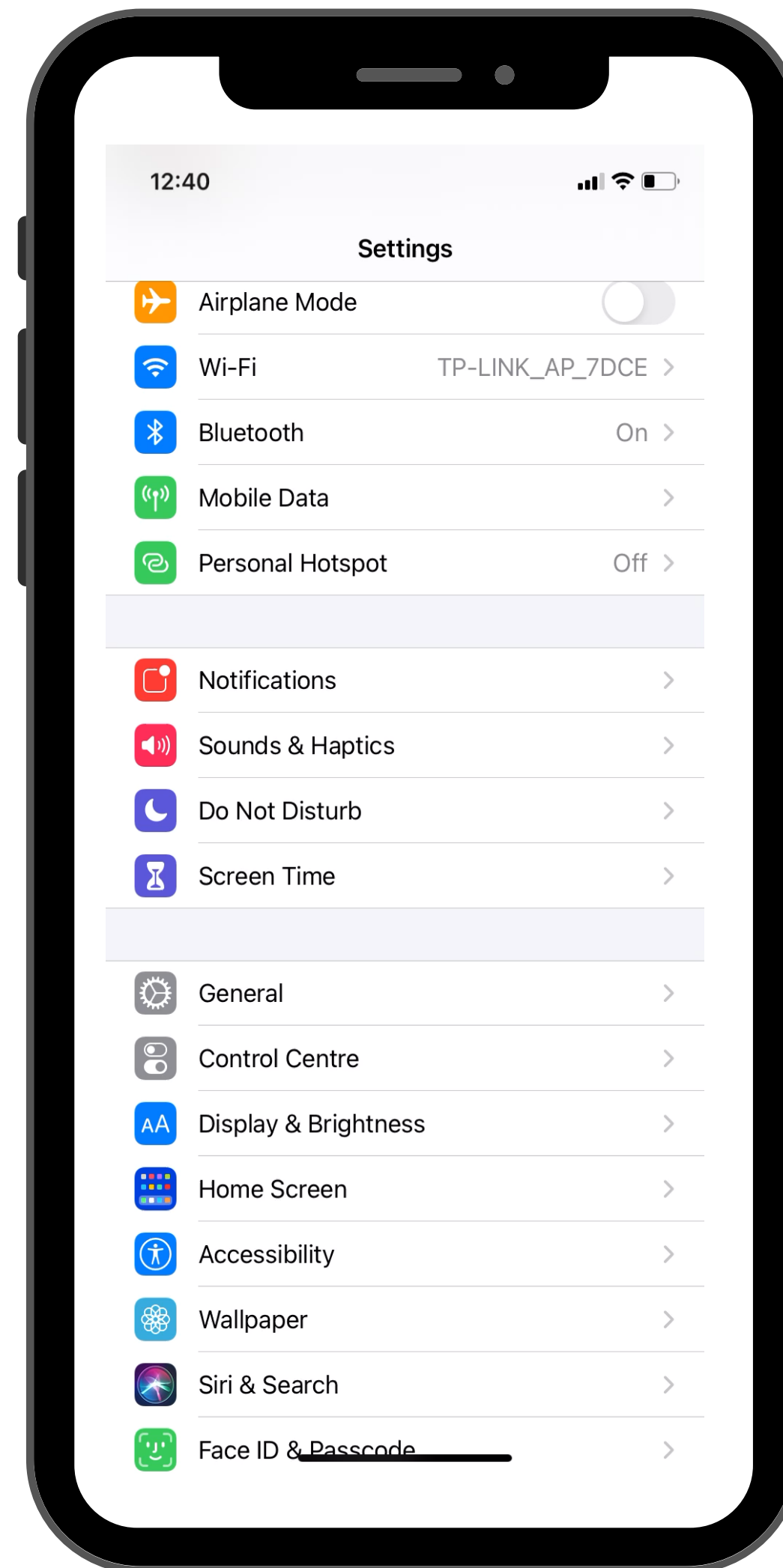
Get to know Screen Time on your iPhone



MacOs/iOs Screen Time

Apps

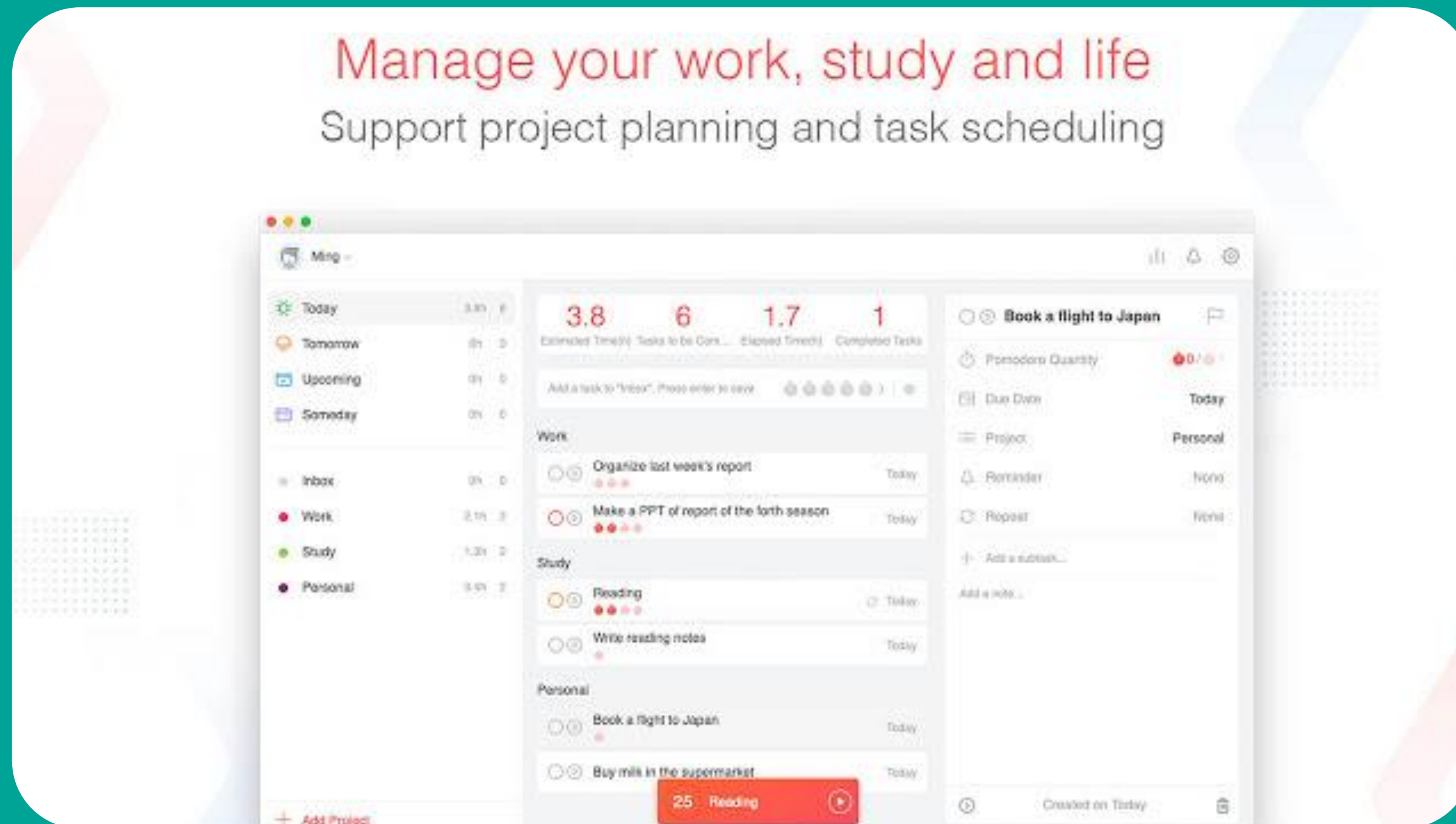
You can find a user guide on how to get started with similar applications for Android on our **Digital Skills Awareness Course**, which is available on Sulis.



MacOs/iOs
Screen Time

Focus To-Do

My favorite free application for tracking tasks, time, and staying focused.





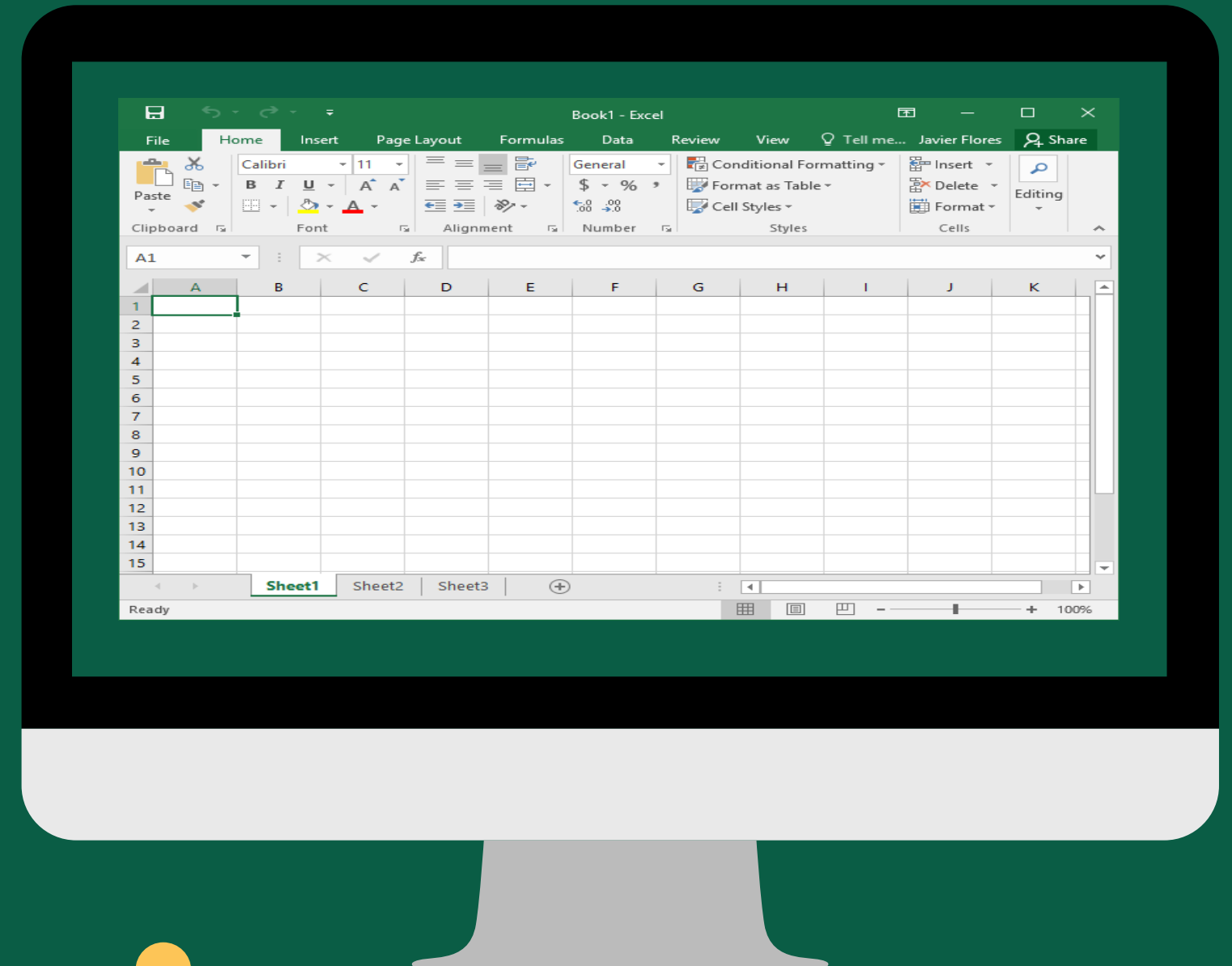
Game planning

- 1 Using your syllabi
- 2 Apps for tracking due dates
- 3 Sulis resources

No excuse to forget now.

Write down assignment due dates in MS Excel.

Add them as Events on your Google/Outlook Calendar.



The screenshot displays the Microsoft Excel interface. The main spreadsheet area shows a table with the following data:

	A	B	C	D	E	F	G	H
1	Assignment Tracker							
2	Ethics	Essay	10/10/2021					
3	Public Policy	Report	11/11/2021					
4	Sociology	Exam	24/12/2021					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

The Formula Builder pane on the right is open for the DATE function. It shows the following configuration:

- Year = 2021
- Month = 10
- Day = 10

The result displayed is 44479. The syntax for the DATE function is shown as DATE(year,month,day). The pane also includes a description: "Returns the number that represents the date in Microsoft Excel date-time code." and a link for "More help on this function".

Write down assignment due dates in MS Excel.

		plan today's assignment			
		P14743 lecture 9 – 10am	extra reading time 9 – 11am	P14712 lecture 9 – 11am	P14712 lecture 9 – 11am
PO4030 Seminar 10am – 12pm		pi4743 review 10 – 11am			
		po4030 extra reading 11am – 12pm	aw4006 prep 11:30am – 1:30pm	aw4006 work 11am – 1pm	
		pa4018 work 12:30 – 3pm			HP4006 lecture 12 – 1pm
PI4712 lecture 1 – 2pm			hp4006 work 2 – 3:45pm	AW4006 lab 1 – 3pm	
		pi4712 work 3:30 – 6pm			
				AW4006 lecture 4 – 5pm	
PI4743 study 5 – 6:30pm				finish readings 5 – 6:30pm	
review today's notes 6:30 – 7:30pm				Cheer Hangout 6:30 – 8:30pm	
Members meeting with 7:30 – 8:30pm			Informal SHESchool 7 – 8pm		

Time block your schedule using Google Calendar.

Notion

- Organising Classes
- Taking Notes
- Tracking Assignments
- Revision

All-in-one workspace

Write, plan, collaborate, and get organized. Notion is all you need — in one tool.

[Get started](#)

For teams & individuals — web, mobile, Mac, Windows.



Notes, docs



Knowledge base



Tasks, projects



Databases



School Hub

📌 Significant dates: Academic Writing Exam on @December 18, 2020 📅, Science Exam on @December 15, 2020 📅, taking the SAT on @January 4, 2021 📅.

Navigation

- 📅 Plan Study Sessions
- 🗨 Spaced Repetition + ...
- 🎓 College Applications
- 📄 Example Essay Plan
- 📖 All Notes

Week

- 📅 17 51
- Maybe Add
 - Some Simple
 - To-Do's

Classes 📅 Timetable

Monday 2	Tuesday 2	Wednesday 2	Thursday 1	Friday 2
📖 Academic Writing 1 PM → 2:30 PM	📖 Academic Writing 1 PM → 2:30 PM	📖 Academic Writing 1 PM → 2:30 PM	🌱 Science 10:30 AM → 12:00 PM	🌱 Science 10:30 AM → 12:00 PM
🎥 Media Production 8 AM → 10 AM	🎥 Media Production 8 AM → 10 AM	🌱 Science 10:30 AM → 12:00 PM	+ New	🎥 Media Production 8 AM → 10 AM
+ New	+ New	+ New		+ New

Classes

- 📖 Academic Writing Open 10 AM → 4 ...
- 🎥 Media Production Open 7AM → 2 PM
- 🌱 Science Open 7 AM → 4 PM
- + New

Study Sessions

Monday 0	Tuesday 0	Wednesday 0	Thursday 0	Friday 0
+ New	+ New	+ New	+ New	+ New

📅 Here you'll find all your notes and all your assignments / tests / exams. The Assignments *table view* will show the items with a status at the top, and otherwise be sorted by date, as will

Original Template by NorahOS; Assignment Tracker added by

me

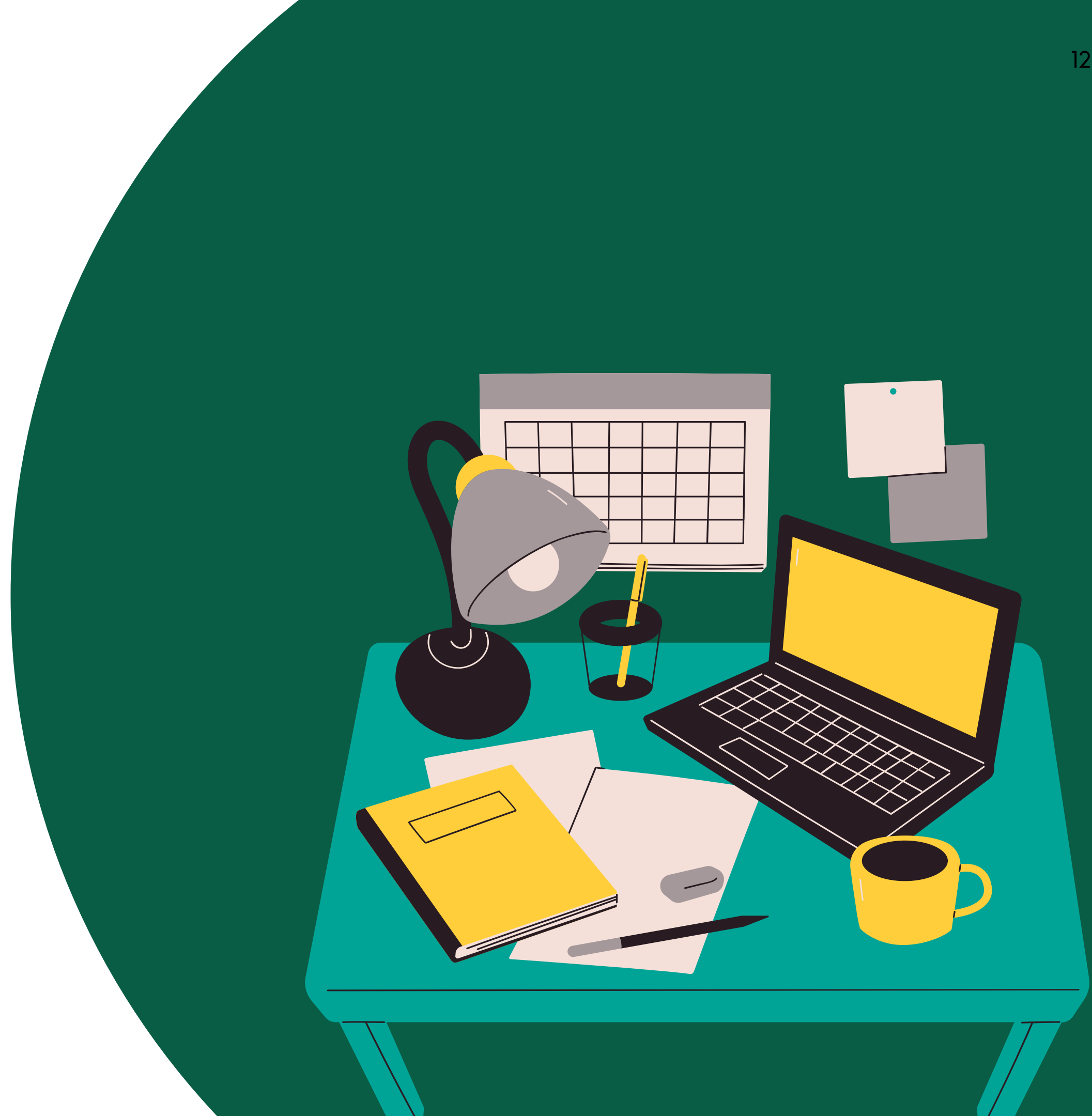
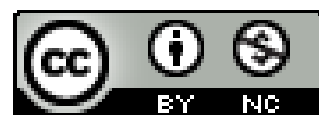
Resources

For more resources on how to manage your time with online tools check out the Digital Skills Awareness Course on Sulis.

Today's slides and links can be found in Unit 4: Getting Organised, Digital Wellbeing.

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Reflection & Questions

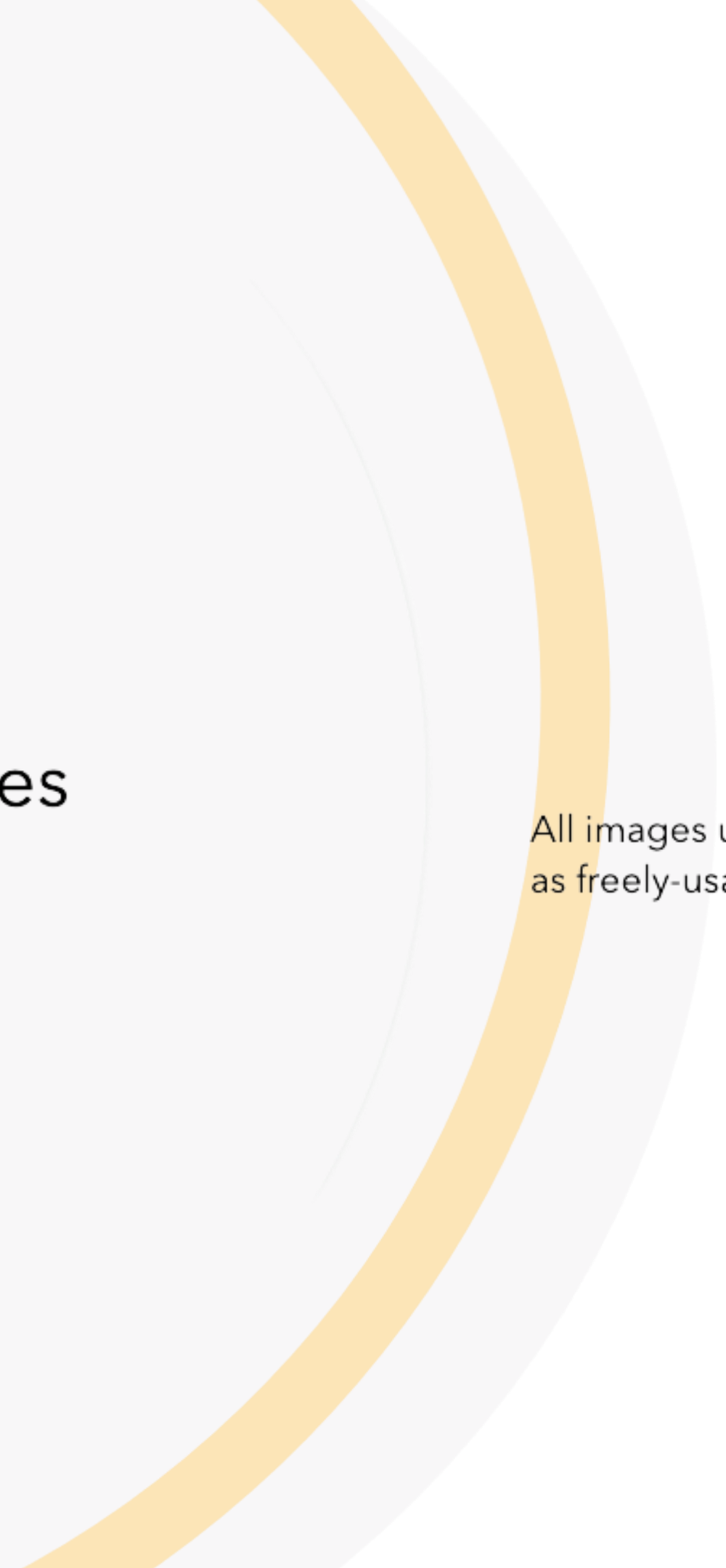




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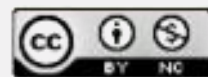
Thank you!



Images

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**Enhancing
Digital Teaching
and Learning**

Irish Universities Association



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Learning