



IUE

Izmir University of Economics

ITF

International Trade and Finance

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Academic Year

CHAPTER-1

IUEITF

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ITF150 – ESSENTIAL ACADEMIC SKILLS IN INTERNATIONAL TRADE AND FINANCE



ORGANISING YOURSELF

OBJECTIVE / CONTENTS

- Identify your main activities
- Break these down into tasks
- Prioritise effectively
- Relate tasks to time
- Make action plans

OBJECTIVE / CONTENTS

- Organising yourself
- Key stages in managing your time
- Be aware
- Be realistic
- Making plans
- Setting priorities
- Multiple tasks
- Motivation
- Organising yourself
- Time management checklist
- Time planning sheets (Week/Day)

Key stages in managing time

- Be aware
 - ... of all of your commitments (study, social, family)
- Be realistic
 - ... What time demands do these make?
 - ... What order of priority are they in?
- Make plans
 - ... What actually needs to be done?
 - ... When does it need to be done by?
 - ... When will you do it?
 - ... How will you do it?
- Evaluate your progress
 - ... How are you getting along?
 - ... Are you on schedule?
 - ... What can you do swiftly and efficiently to get you back on schedule?

Be aware

- What broad activities take up your time?
- What do these activities involve?
 - **Think** - time to develop an overview of the presentation as a whole, developing aims and objectives.
 - **Plan** - time to draft an outline of the presentation, what to say at the start, what to say at the end.
 - **Write** - fleshing out the plan, putting in the detail.
 - **Check** - reviewing and revising the draft.

Be realistic

- Writing the first draft of an essay is best done in a longer time period with short breaks to help concentration but with few distractions to break continuity.
- Note taking for seminar preparation may take some time to explore a topic.
- Re-reading lecture notes can be done in the odd 5 - 10 minutes.
- Reading, for a variety of reasons, can also be fitted into shorter amounts of time.

When identifying tasks, you will need to ask:

- What type of task is it?
- Where do I need to be to effectively carry out this activity?

Making plans

- Week Plan
 - Daily Plan
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- Sticking to them
 - Coping with small tasks
 - Some people bunch a few together and put aside some time each week to work through them all. This may be particularly useful when you can sit down for 30 minutes and rattle off a whole series of small tasks.
 - Other people prefer to tackle them in quick five minute breaks in larger areas of work. Even though you are taking a break you are still being productive.

Setting priorities

There are many different factors affecting individual priorities, including:

- Personal motivation / interest
- Oncoming deadlines
- Confidence with the task / skill
- Difficulty of the task

Prioritizing your time involves juggling each of these, relating individual tasks to each other and putting these in the wider focus of all your commitments and responsibilities. Ask such questions as:

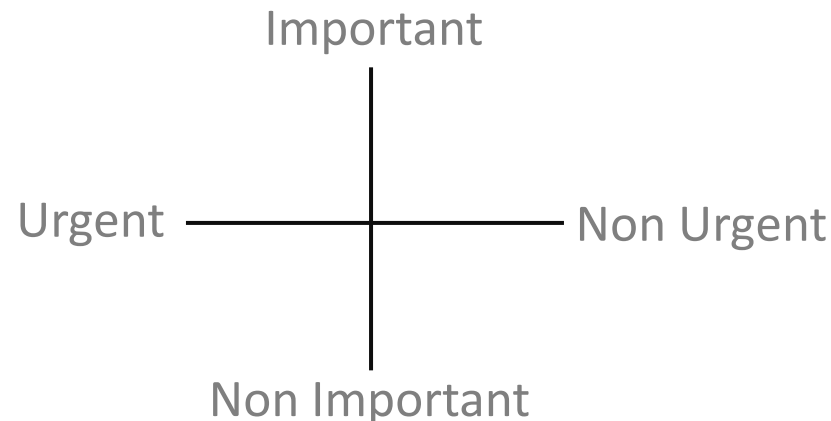
- What is urgent?
- What is routine?
- What can be prepared in advance?

Setting priorities

In other words, you need to be aware that:

- some things demand immediate attention
- some things can be predicted and routinely planned for
- some things can be prepared in advance

Where does each task fit? Is it urgent and important or important but not urgent?



Multiple tasks

If you have effectively highlighted all of the tasks demanding your time and planned for each and every one of these you are less likely to become overwhelmed by the amount of work you need to do.

Motivation

How can you be motivated if you are unclear as to exactly what you will be doing?

- A clear focus is important for your motivation, as is some indication of when you will be finishing. The thought of starting a task that seems endless may be too daunting for words.
- Take real breaks. Leave your work area completely, have a stroll outside, make a cup of coffee. However, avoid being drawn into something on the television or a conversation that you will find difficult to break away from. Save these for the end of the work period when you can break your concentration completely.
- Variety also needs to be introduced so you are not always doing the same activity. Vary the types of task that you are doing. Intersperse small tasks with larger ones. Also change an area of work completely, to re-stimulate your mind.

Time Management Checklist

WHAT ACTIVITIES ARE YOU INVOLVED IN?

- Study?
- Spare time?
- Eating, sleeping, shopping?

WHAT TASKS ARE INVOLVED?

- Break down the major activities into their constituent parts.

ESTABLISH PRIORITIES

- What is urgent?
- What can be done over time?
- What is routine?

RELATE TASKS TO TIME

- What types of tasks are they?
- Do they need consecutive time?
- Can they be done in small breaks?
- Where do you need to be to complete the task?

MAKE WORK PLANS

- Plan each week - be prepared, get an overview.
- Plan each day - be active, use checklists.

Time Management Checklist

STICK TO THESE PLANS

- Make sure they're realistic.
- Try not to develop a backlog.

GET MOTIVATED

- Be focused - always know what you want to achieve.

STAY MOTIVATED

- Introduce variety - don't slog away at one thing
- Take real breaks but avoid distractions.

COMPLETE TASKS

- You'll feel better in the end.

REWARD PRODUCTIVITY

- You've earned it!

END OF CHAPTER - 1

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