Time Management Strategies

By: Sue W. Chapman & Michael Rupured– University of Georgia

The term Time Management is a misnomer. You cannot manage time; you can manage the events in your life in relation to time. You may often wish for more time but you only get 24 hours, 1,440 minutes, or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control.

Finding a time management strategy that works best for you depends on your personality, ability to self-motivate and level of self-discipline. By incorporating the ten strategies below, you can more effectively manage your time.

1. Know how to Spend Your Time
2. Set Priorities
3. Use a Planning Tool
4. Get Organized
5. Schedule Your time Appropriately
6. Get Help from Others
7. Stop Procrastinating
8. Manage External Time Wasters
9. Avoid Multi-Tasking
10. Stay Healthy

<http://www.fcs.uga.edu/docs/time_management.pdf>

Mental Health Corner
Are you or a friend experiencing symptoms of depression?

In Julie M. Rosenthal and Susan Okie, M.D from The New England Journal of Medicine write about medical students providing emotional support to students experiencing depression or symptoms of depression.

Rosenthal and Okie discuss the importance of starting the conversation about mental health in the medical field. They highlight a medical student by the name of Sujay Kansagra who piloted an online forum that allowed medical students to discuss their mental health concerns. This forum strives to break the notion that mental illness does not exist with medical professionals.

For the full text of White Coat, Mood Indigo—Depression in Medical School, click the link below.

SWAG FAIRY SCHEDULE

August 11, 2017
August 25th, 2017
September 19, 2017

** The Swag Fairy will come around between 3pm-4pm. 

SWAG FEST

Join your Student Life Staff for SWAG FEST. SWAG Fest is a wellness event that features items from local businesses, has a fitness competition, and Raffle Prizes. We will also have a Create-Your-Own Trail-Mix Bar.

Participate in the raffle for your chance to win a Fitbit and more…. We Look forward to seeing you at our SWAG FEST!!!!

Wednesday, August 16
12:00—1:30 p.m.
Atrium

DEAN WELLNESS SPOTLIGHT

Dean Sunny Nakae, MSW, Ph.D.

How do you remain organized with your busy schedule? I block my time strategically and plan ahead as much as I can. When I am at home I try not to do work. I prioritize the things that are most important.

What is your go to exercise? I currently do Orange Theory Fitness. Before that I did a local outdoor boot camp for 3 years. I like working out with people, variety, and constant challenge in my fitness routine.

What is your favorite Healthy meal or snack? Smoothies are usually a daily thing. I'm obsessed with powdered peanut butter. I make a PBJ smoothie with almond milk, powdered peanut butter, frozen blueberries and fresh spinach. It's so good!

What is your best wellness tips for first year students? You have to schedule time for self care. If you don't do it, it won't happen. Make it a "must" in your daily life. Do not bargain away the time you need to take care of you!

How has being active changed the way you life your everyday life? I feel more confident, sleep better, have more energy, and eat better when I am consistently active. There have been periods of my life when I was not dedicated to a routine. Overall I am happier and more balanced when I am committed to wellness. Now that my kids are older I can be active with them too. I love coaching my daughter's basketball team and being a role model for her and her friends. My partner and I enjoy hiking, playing outdoor games, and riding bikes with our kids.

KNOW YOUR RESOURCES

Perspectives for Students
Room: 180
Number: 1-800-456-6327

Academic Center for Excellence and Accessibility (ACE)
Room: 255
Phone: 708-216-8166
Josh Hopps, PhD: jhopps@luc.edu
Vera Schalansky, J.D.: vscha_lanksy@luc.edu

Campus Ministry (LUMC)
Room: 270
Phone: 708-216-3245

Loyola Center for Fitness (LCF)
Room: LCF
Phone: 708-327-2348

Diversity, Equity & Inclusion
Room: 498A
Phone: 708-216-2481

Care and Concern Referral Link: https://stritch.wufoo.com/forms/z10h2vqr1yu4m2e/
Kathryn Swain  
M.D. Candidate, 2020

**Q. Why did you join the SWAG Board?**  
A. I joined the SWAG Board because I believe it is important to start good habits early and I wanted to help and encourage my classmates to develop healthy habits to keep with them throughout their medical training and into practice.  

**Q. What is your favorite Healthy meal or Snack?**  
A. My favorite healthy snack is carrots and hummus

**Q. What is your favorite form of exercise?**  
A. I enjoy yoga a lot, I’ve been practicing since I was 13 and it has been an important part of my routine since. I also like hiking and activities in nature.

**Q. What is your favorite mental health activity?**  
A. My favorite mental health activities are completing puzzles and meditation.

**Q. What are your best wellness tips for first year students?**  
A. The best piece of advice I can give to an incoming first year is to make sure you get sufficient sleep each night. I know it sounds basic but it really does make all the difference in the world!

Lexi Riopelle  
M.D. Candidate, 2020

**Q. Why did you join the SWAG Board?**  
A. I joined the SWAG Board to promote physical and mental well-being during medical school. I feel this balance allows us to concentrate in the classroom while still enjoying life with friends and family in our free time. Also, I wanted to represent Stritch students by advocating for resources to support our well-being.

**Q. What is your favorite Healthy meal or Snack?**  
A. Apple with almond butter

**Q. What is your favorite form of exercise?**  
A. Running. Just ran the Rock and Roll Half Marathon!

**Q. What is your favorite mental health activity?**  
A. Scrapbooking

**Q. What are your best wellness tips for first year students?**  
A. Don’t wait until you’re at rock bottom to address issues related to your well-being. Ask for help when you need it - you would likely never shame someone else for asking for help, so don’t shame yourself! School is important; it is not everything.

Maggie Skoch  
M.D Candidate 2020

**Q. Why did you join the SWAG Board?**  
A. I joined the Student Wellness Advisory Group Board because I am passionate about issues related to health and well-being, particularly among students. I hope to pursue psychiatry after medical school and have been involved in various related efforts, including working on projects related to student mental health as a student intern in the Division of Student Affairs at the University of Notre Dame and as a summer intern with The Kennedy Forum, a mental health advocacy organization located in Chicago.

**Q. What is your favorite healthy meal or snack?**  
A. Berries

**Q. What is your favorite form of exercise?**  
A. Weight training and biking

**Q. What is your favorite mental health activity?**  
A. Make time for the things I love (playing piano, reading) regardless of how much work I have; take a mental health day off from working as needed.

**Q. What are your best wellness tips for first year students?**  
A. Don’t wait until you’re at rock bottom to address issues related to your well-being. Ask for help when you need it - you would likely never shame someone else for asking for help, so don’t shame yourself! School is important; it is not everything.

Peer Wellness Spotlights

SWAG BOARD MEMBERS  
2017-2018

Kathryn Swain  
M.D. Candidate, 2020
20 Minute Lemon Broccoli Pasta Skillet

Serves 6 adjust servings

Ingredients
3 quarts water
1 tablespoon salt
1 and 1/2 to 2 pounds fresh broccoli
1 pound rotini pasta
3-4 cups spinach
4 tablespoons butter
1 large lemon, zested and juiced
2 cloves garlic, crushed and minced
1/4 or 1/2 teaspoon crushed red pepper
1 cup fresh Parmesan, plus more to garnish
olive oil, to garnish
salt and pepper to taste
fresh lemon wedges, to garnish

Instructions
In a large skillet or pot, bring the salt and water to a boil.

While you wait, prep your broccoli by trimming the stems and cutting the florets into similar sized pieces (I like mine bite-size.)

Add the rotini and boil on high for 4 minutes. Add the broccoli, cover, and set a timer for 3 minutes (Leave the burner on high enough to keep a rolling boil).

When the timer goes off, turn off the heat and drain the pasta using a lid or colander. Return to the pan and stir in the spinach. Sprinkle with lemon zest. Let it sit for a few minutes so the spinach wilts.

Meanwhile, in a small skillet melt the 4 tablespoons butter over medium heat. (I let mine get brown, because that's just how I roll, but that's not necessary).

Add the minced garlic and crushed red pepper and sauté for about 1 minute, until fragrant.

Turn off the heat and add 2-3 tablespoons fresh lemon juice. Add the lemon butter to the pasta and stir. Stir in 1 cup fresh parmesan cheese. Add a drizzle of olive oil, salt and pepper to taste, and garnish with lemon wedges.

Q. Why you joined the SWAG Board?
A. To promote health and wellness within the medical community, and spread awareness about the resources available!

Q. What is your favorite healthy meal or snack?
A. Any type of fruit! (Especially those that can be combined with peanut butter!)

Q. What is your favorite form of exercise?
A. Biking/spinning!

Q. What is your favorite mental health activity?
A. Yoga and meditation.

Q. What are your best wellness tips for first year students?
A. Make time to do the things that make you happy!

Kamuda Pradhan M.D. Candidate 2020

Q. Why you joined the SWAG Board?
A. I think there is a lot that can be done to support the well being of students mentally, physically, and emotionally. Even with these issues being more prominent today, medical students still suffer silently. I wanted to be part of a group that focused on keeping Stritch students truly well.

Q. What is your favorite healthy meal or snack?
A. Probably thinly sliced zucchini, tomatoes, onions, and garlic simmered together and served on spaghetti squash noodles.

Q. What is your favorite form of exercise?
A. Team workouts. When you sweat with some friends you challenge yourself and each other, and your mind stays on the fun and off of the pain.

Q. What is your favorite mental health activity?
A. Netflix? Just kidding (am I?), hiking. Which unfortunately, there isn't a ton of in IL.

Q. What are your best wellness tips for first year students?
A. Get working out into your routine, and keep yourself accountable with a group! Med students who exercise perform better academically as well. B. Work mental rest into your study days. Whether it's ping pong, or something else (I like the Meditation Studio app), calming your mind really bolsters your mental stamina. C. Don't clique up, all your classmates have great things to offer. Don't miss out.

Kimberly Sable M.D. Candidate 2020

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