HOW TO STRUCTURE YOUR DAY – THE DIVISION BETWEEN WORK AND PLAY (STUDENT LIFE 2.0)
PROGRAMME

- Introduction and goal of the session
- Warm-up exercise (Flinga)
- Everything starts with the basics – sleep, eat, move, repeat
- Importance of happy and meaningful moments
- Time management
- Not enough hours in a day?
- Routines are boring? Think again!
- Separating work and free time
WARM-UP EXERCISE

• What things have made leading a balanced life more difficult for you lately? Try to come up with concrete things
• What would you like to change in your daily habits/schedule?
EVERYTHING STARTS WITH THE BASICS – SLEEP, EAT, MOVE, REPEAT

• Skipping sleep is very short-sighted: it can momentarily feel like you’re getting more hours for your day, but without proper sleep your body won’t recover

• Balanced and nutritious meals – remember to drink water

"Sometimes I notice in the afternoon that I still haven’t had breakfast."

• Planning ahead and meal prepping work for some people - when the meals are (at least mostly) ready in the fridge, no need for those “I have nothing in the fridge” moments

• The key is to not let your blood sugar levels drop too much. Regular meal times are essential for this.

• Find the type of exercise that works for you!
  • Ten-minute walk is better than not stepping outside at all
• Include something pleasant or “happiness-inducing” in every day
• It’s important that we make time for meaningful things outside work and studying too
• Pleasant things can also work as a prize – “After I finish this chapter of the essay, I’ll watch one episode of ”
• List a few things that have made feel good lately on Flinga
• Try to include more of these in your days!
WHAT HAS MADE YOU HAPPY LATELY?
(FROM PARTICIPANTS)

- Sun
- Going for a walk
- Talking with and seeing friends
- Hugging
- Nice dinner with family
- Board games
- Baking
- Seeing my Monstera-plant growing new leaves
- Ice skating

- Yoga
- Laskiaispulla ("shrove bun")
- Making style mood boards
- Puzzle
- Drawing
- Cooking together
- Hiking in the woods
- Skiing
- Hugging my shark plushie
TIME MANAGEMENT – THE ONE SKILL TO RULE THEM ALL

- NOT about maximum effectiveness or just “getting things done” but concentrating on what is important and most pressing right now. This means:
  - Knowing how to prioritise, i.e. what has to be done first, what needs my attention more than other things?
  - Committing to the essential tasks, i.e. postponing instant gratifications so that you can get more demanding tasks done
NOT ENOUGH HOURS IN A DAY?

• Get clear on your weekly/daily goals - what would I like to get done today/this week?
• Using a calendar might help - block a specific time slot for a specific activity
  • NB! Leave enough space for changes; avoid cramming your schedule or setting overly ambitious goals
• Studying eight hours straight might not be the best strategy - take care of your wellbeing by taking breaks, having technology-free time, going for a lunch walk.
• Spot possible time thieves
• Mostly importantly: treat yourself with gentleness. Some days are better than others, and people complete tasks at different speeds. Studying is not a competition, it’s a part of your life.
SHARE YOUR TIME MANAGEMENT TIPS!

• Know any good tools for time management? Apps, technics, books on the topic?

Some suggestions:
• Apps for planning: Asana, Planner, Trello, Notion
• Apps/settings for restricting social media use: Digital well-being (locks apps)
• Technics: Pomodoro for studying, time slots/blocking
• Books: Atomic Habits (James Clear), Deep Work (Cal Newport), Make time (Knapp & Zeratsky), Why we sleep (Walker)
ROUTINES ARE BORING?
THINK AGAIN! 1/2

• Routines help us gain a sense of control and reach our goals
• Recognise your own circadian rhythm: are you an early bird or a night owl? Use this knowledge when scheduling more intensive work
• Regular sleep schedule > setting a "night alarm/mode"
• A morning routine can get you in the right headspace for the day and a night routine helps to calm down before rest
Routines are boring? Think again! 2/2

- “Homework”:
  - Draw a pie chart etc. of your ideal use of time.
  - Include the “basics”, your study/work time, hobbies/interests AND down-time
SEPARATING WORK AND FREE TIME

• Create a routine that signals the end of the workday for you
  • It can be going for a short walk, closing your laptop and putting it away (even if only for a while), relaxing with a book, calling a friend..
  • Set specific times for starting and ending your workday
  • Basically, treat your studies like work: once you’re off, you’re off
• If you feel like there is just too much to do for you to relax, consider the following:
  • Are your goals appropriate?
  • If you ask around and many students feel like the workload is too heavy (credit-wise), it might be good to voice these concerns to your teacher
  • Remember that your body and mind need time to recover so that they can function in an optimal way!
THANK YOU!
QUESTIONS?

Remember to check out other Student Life 2.0 events on the Guidance Corner website!

The content of this session was based on the Skills for life course organised by Nyyti ry. (The page is currently being updated).