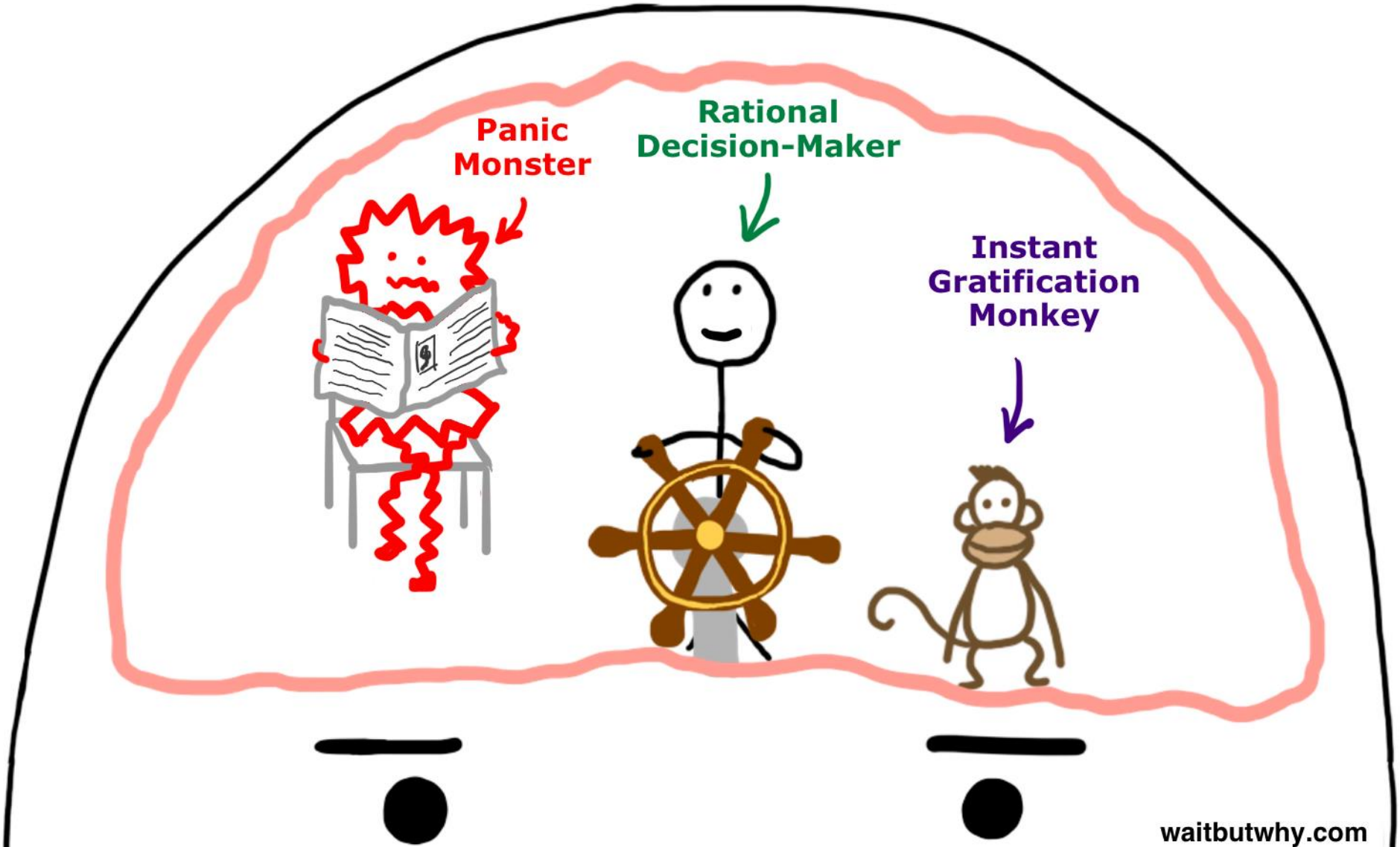
Tidsstyring

Og hvordan å overvinne prokrastinering

Hjernen min


Panic Monster
Rational Decision-Maker
Instant Gratification Monkey
waitbutwhy.com

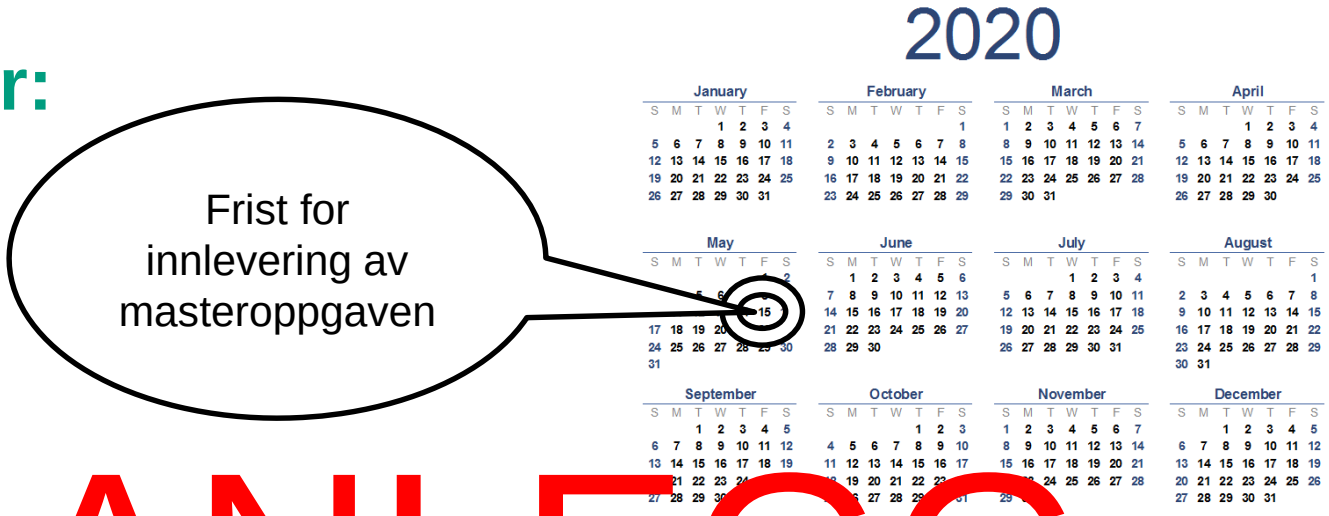
Tidsstyring:

- Kvantifisere, kartlegge, organisere egen tid
- Dette er ferdigheter som må utvikles og øves inn
- En forutsetning for å kunne strukturere egen tid er….

Å vite hvor den blir av!

Tenke deg godt om og ta noen harde valg!

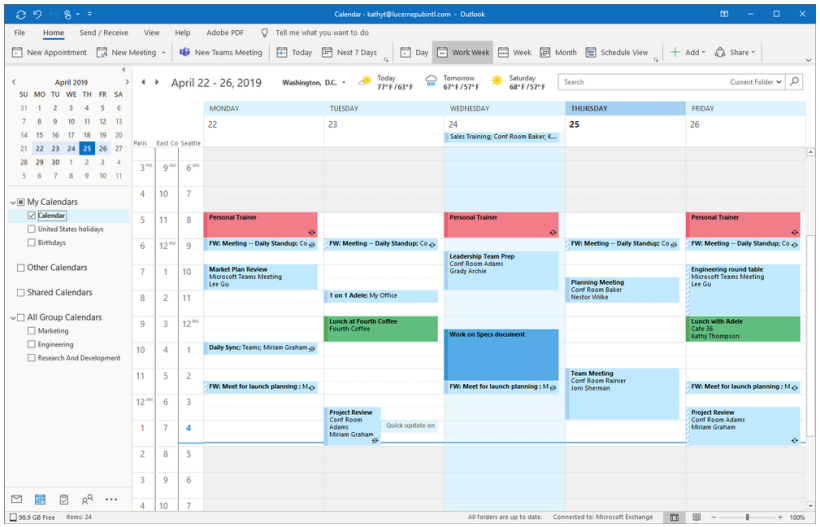
Bruk kalender:



PLANLEGG ALT

1. Legg inn alle obligatoriske gjøremål først
2. Legg deretter inn alle aktiviteter du tar del i hver uke
3. Resever 1 time til lunsj og 2 timer til middag
4. Tidfest når du skal legge deg og når du skal stå opp
5. Legg inn tiden du bruker på reise til jobb/skole
6. Inkluder pauser og hvile

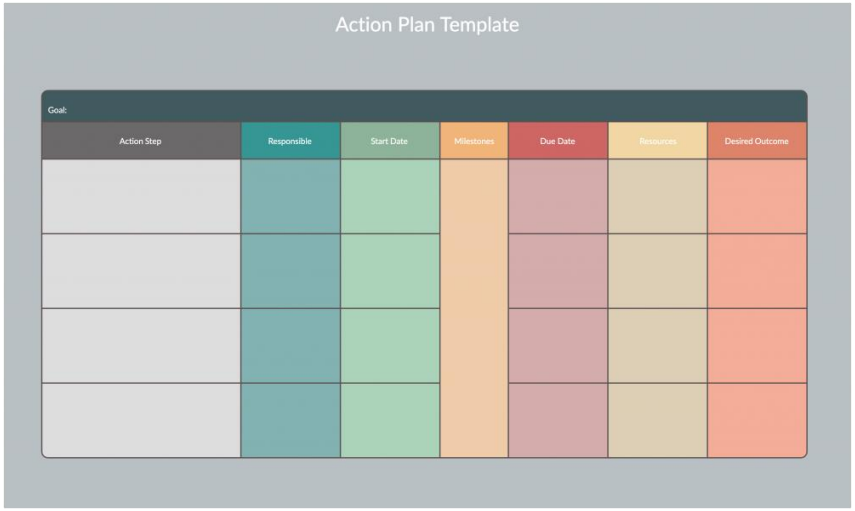
Tidsstyring



- ➢ Hvor mye tid vil hver del ta?
- ➢ Hvilke del vil ta lengst tid?
- ➢ Hvilke del er enklest og tar kortest tid?
- ➢ Har jeg andre gjøremål? (høstferie, helger, jobb, trening)

Deretter...

- ✓ Planlegg når du skal jobbe med oppgaven
- ✓ Sett tidsfrister
- ✓ Ta <u>fortjente</u> pauser for å rydde sinnet



Hvor mye tid har vi hver uke?

- Folk sier, “Jeg har ikke tid"

……men vi tar oss alltid tid til å gjøre det vi er **interessert** i og **prioriterer!**

Prioritering av gjøremål med Eisenhower Matrix

1. Skriv ned alle dine gjøremål (rekkefølge er ikke viktig)

2. Merk hvert gjøremål med H, HI, V, IV

Haster

Haster ikke

Vikitg

Ikke viktig

Prioritering av gjøremål med Eisenhower Matrix

3. Sorter gjøremålene etter disse kategoriene:

	Haster	Haster ikke
Viktig	Gjør det	Planlegg det
Ikke viktig	Deleger det	Glem det

Pomodoro-metoden:

1. Velg noe å jobbe med
2. Still en timer på 25 eller 45 minutter
3. Jobb fokusert og uavbrutt til tiden er ute
4. Still en timer på 5 eller 15 minutter og ta pause
5. Gjenta prosessen så lenge du orker (eller har tid)

Hva er prokrastinering?

- Å unngå et eller flere gjøremål som du må eller burde gjøre
- Å utsette «ukomfortable» gjøremål

?

- Unngå stress
- Avlede egen oppmerksomhet

Jeg følger meg ikke særlig bra….

Hvordan å slutte med prokrastinering:

STEG 1

- Vedkjenn at du er stresset
- Identifiser kilden/e
- Hva er målet ditt?
- Hvordan oppnår du det?

STEG 2

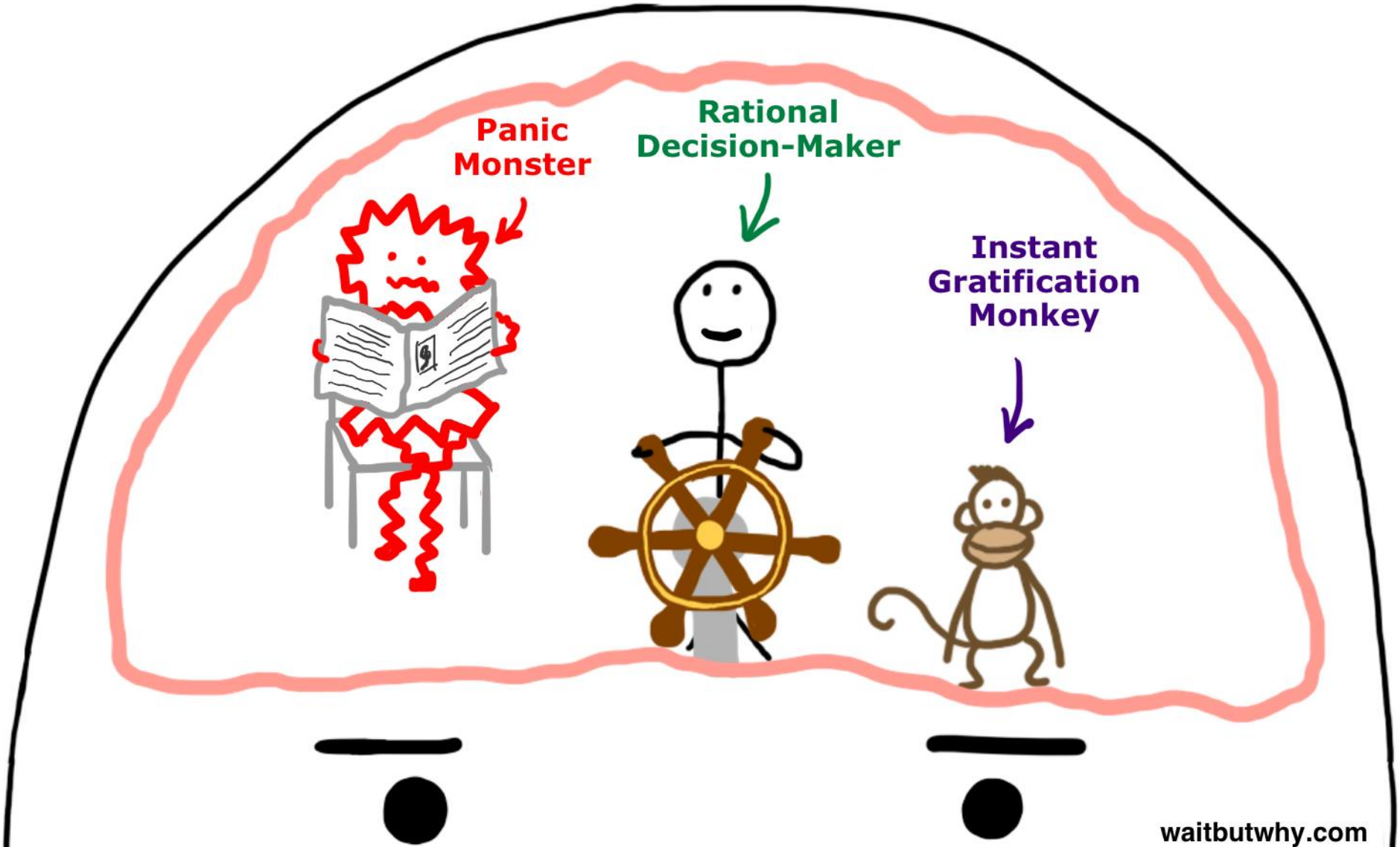
- Ta små skritt i riktig retning – ikke overveld deg selv
- Identifiser et eller flere positive utfall av de "små skrittene"
- Gjør endringer på omgivelsene dine
- Gjør prokrastinering til noe produktivt

STEG 3

- Belønn deg selv **etter** fullføring av et gjøremål
- Fjern distraksjoner (telefon, sosiale medier, folk)
- Finn en pålitelig og strukturet studiepartner
- GJØR DET – NÅ!

Tim Urban - Inside the mind of a master procrastinator

https://www.youtube.com/watch?v=arj7oStGLkU

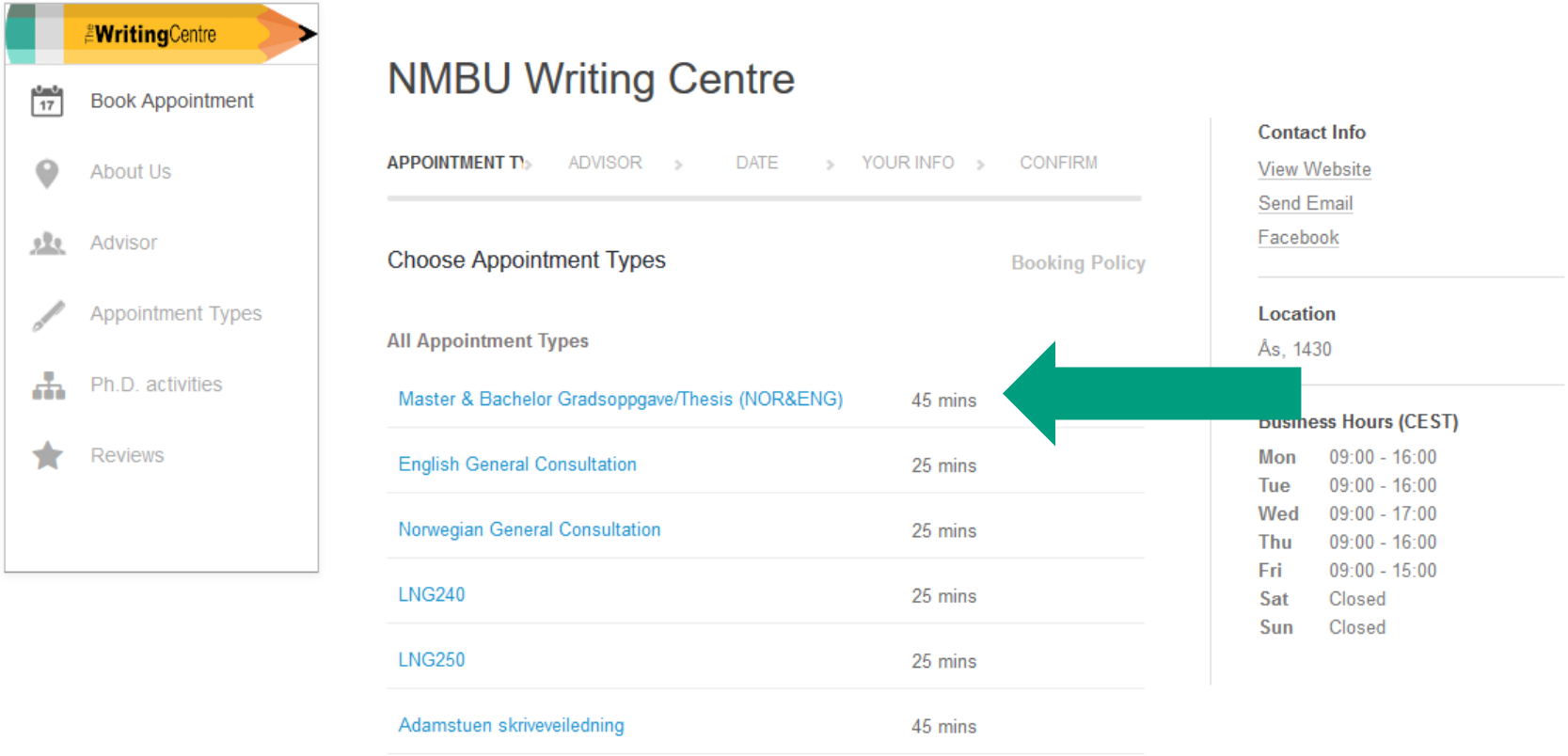


WE ARE OPEN

DIGITAL CONSULTATIONS ONLY

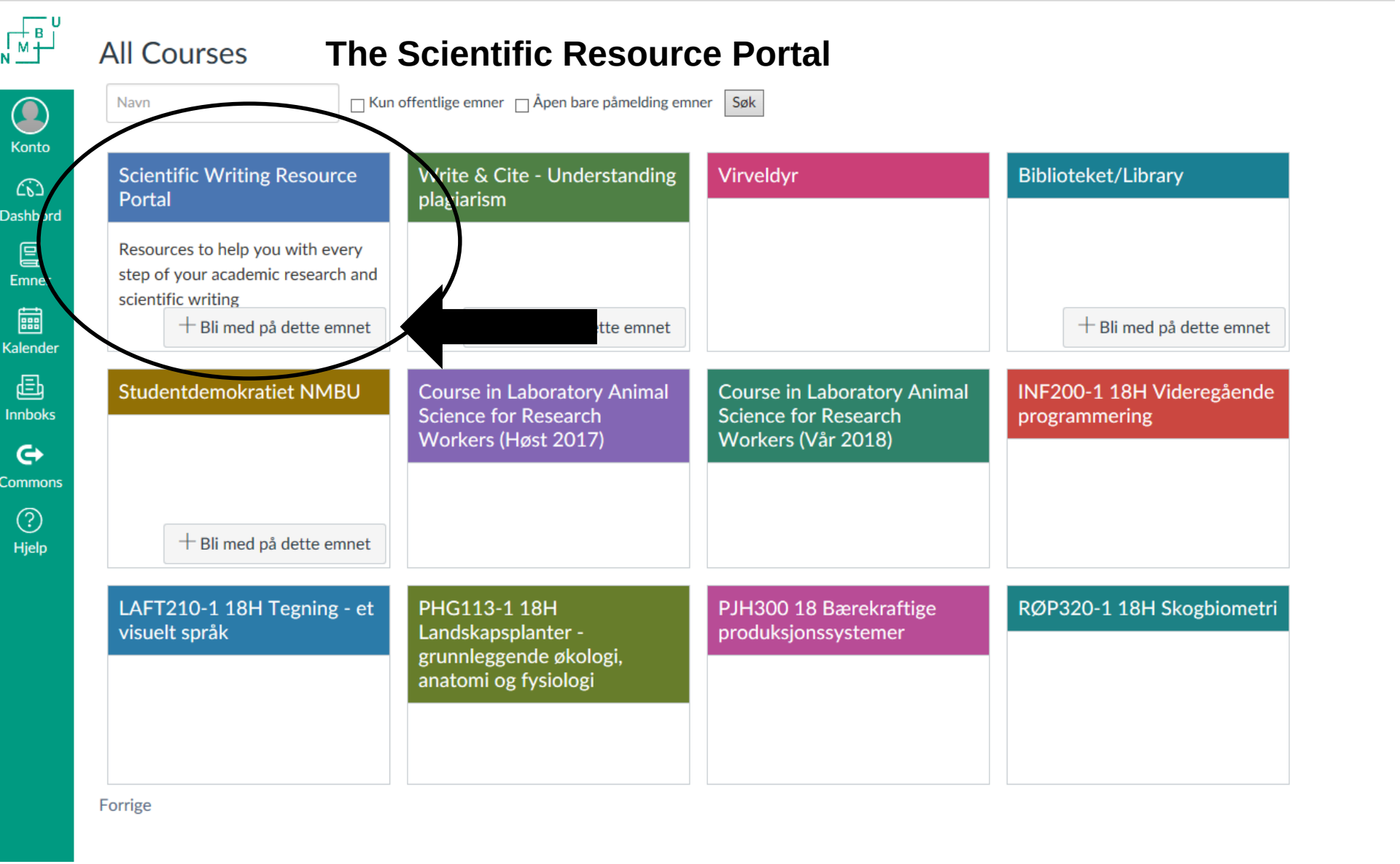
The Writing Centre

Avtal veiledningstime



www.nmbuwritingcentre.setmore.com

SWR100


All Courses
The Scientific Resource Portal
Navn
Kun offentlige emner
Åpen bare påmelding emner
Søk
Konto
Dashbord
Emner
Kalender
Innboks
Commons
Hjelp
Scientific Writing Resource Portal
Resources to help you with every step of your academic research and scientific writing
Bli med på dette emnet
Write & Cite - Understanding plagiarism
Virveldyr
Biblioteket/Library
Bli med på dette emnet
Studentdemokratiet NMBU
Bli med på dette emnet
Course in Laboratory Animal Science for Research Workers (Høst 2017)
Course in Laboratory Animal Science for Research Workers (Vår 2018)
INF200-1 18H Videregående programmering
LAFT210-1 18H Tegning - et visuelt språk
PHG113-1 18H Landskapsplanter - grunnleggende økologi, anatomi og fysiologi
PJH300 18 Bærekraftige produksjonssystemer
RØP320-1 18H Skogbiometri
Forrige

SWR100

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semesteruavhengig

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Mediasite Katalog
Settings

Scientific Writing Resource Portal

Edit

Welcome to the NMBU Scientific Writing Resource Portal

The Writing Centre

Welcome to SWR100: NMBU's Scientific Writing Resource Portal.

This Canvas portal is designed to assist all levels of students and teaching staff with scientific writing across all stages of the research process. Many of the resources found here target Master-level students, since several resources were designed in conjunction with a credited course for Master students. However, the majority of information available is useful for anyone writing about scientific research.

Researching and scientific writing are overlapping processes. We want to you see how proper planning, organization, information searching and analysis are only a few important **pre-writing processes**. If managed appropriately and professionally, the **writing process** will become much easier.

Writing advisors at the NMBU Writing Centre have been responsible for creating the resource portal and have developed most of its content. This is based on our experiences as students and Writing Advisors, as well as resources from other universities and academic institutions. The resource portal has been developed in close cooperation with the NMBU Library, who has also been involved in developing some of the content.

Visit the NMBU Writing Centre page here
Visit the NMBU Library page here

The resource portal is organized six modules:

- The Science of a Master Thesis
- Project Management

Course status

Unpublish | Published

Import from Commons
Choose home page
View Course Stream
Course setup checklist
New announcement
Student view
View Course Analytics

Coming up View calendar

Nothing for the next week

nmbu.instructure.com/courses/2280/modules

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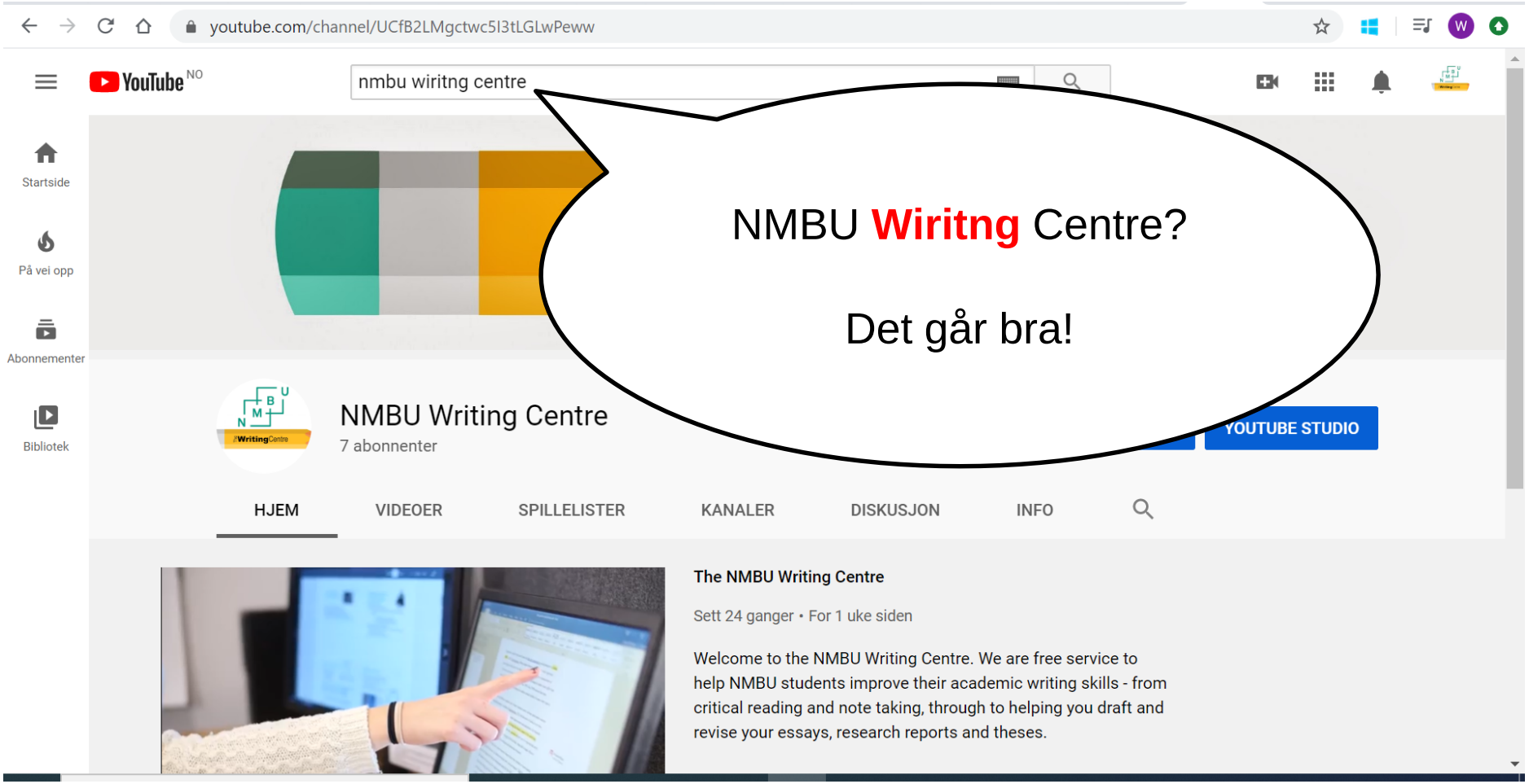
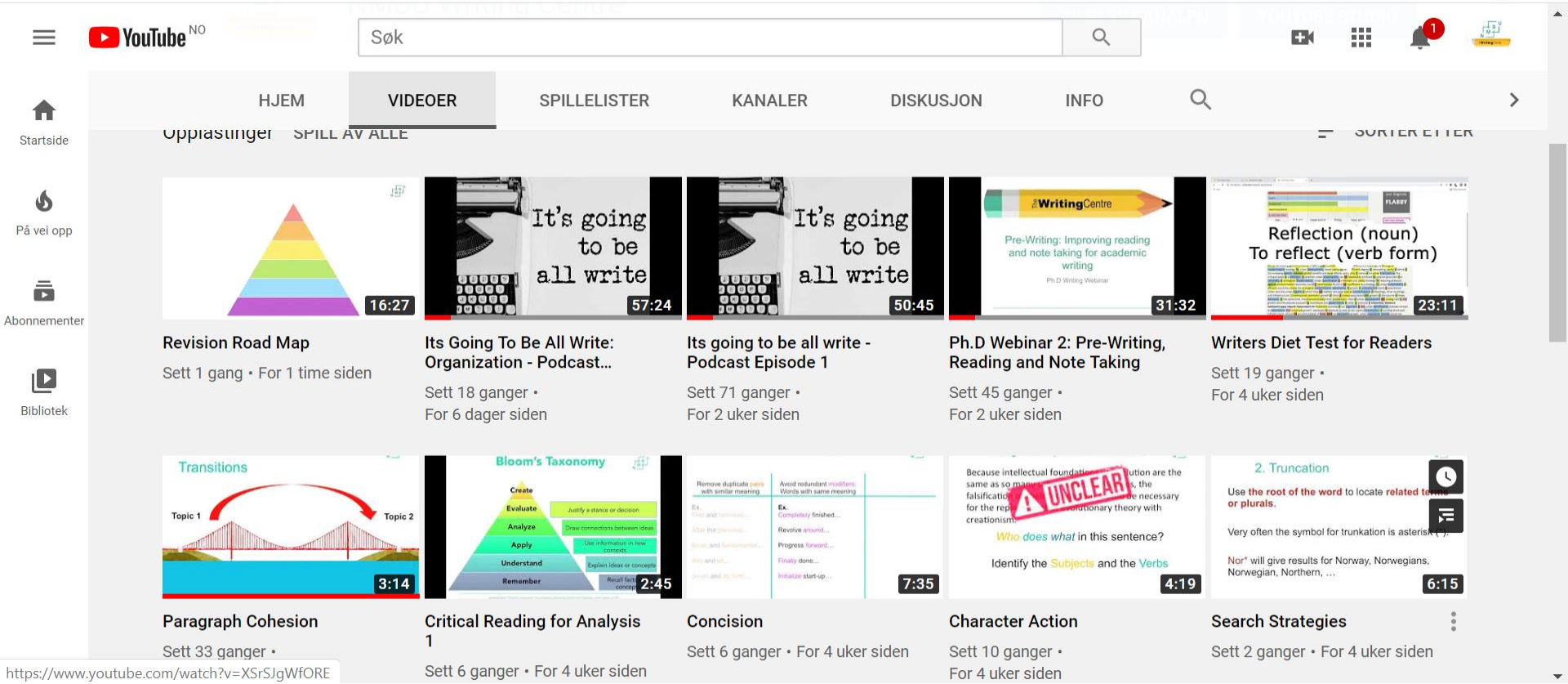
5. Writing

- Writer's Block? Try these solutions
- Prewriting - Overarching Questions: Writing Purpose and Audience
- Prewriting - The Writing Process and Receiving Feedback
- Prewriting - How to Write an Outline
- Understanding the Writing and Revision Process
- Outline to 1st Draftt: Cohesion
- 1st to 2nd Draft - Reverse Outline: For those who write without an outline
- 1st to 2nd Draft - The Structure of an Introduction and Conclusion
- 1st to 2nd Draft - Paragraph Structure



NMBU **Wiritng** Centre?

Det går bra!


YouTube NO
Søk
HJEM
VIDEOER
SPILLELISTER
KANALER
DISKUSJON
INFO
Startside
På vei opp
Abonnementer
Bibliotek
Opplastinger
SPILL AV ALLE
16:27
Revision Road Map
Sett 1 gang • For 1 time siden
It's going to be all write
57:24
Its Going To Be All Write: Organization - Podcast...
Sett 18 ganger •
For 6 dager siden
It's going to be all write
50:45
Its going to be all write - Podcast Episode 1
Sett 71 ganger •
For 2 uker siden
WritingCentre
Pre-Writing: Improving reading and note taking for academic writing
31:32
Ph.D Webinar 2: Pre-Writing, Reading and Note Taking
Sett 45 ganger •
For 2 uker siden
Reflection (noun)
To reflect (verb form)
23:11
Writers Diet Test for Readers
Sett 19 ganger •
For 4 uker siden
Transitions
Topic 1
Topic 2
3:14
Paragraph Cohesion
Sett 33 ganger •
Bloom's Taxonomy
Create
Evaluate
Analyze
Apply
Understand
Remember
2:45
Critical Reading for Analysis 1
Sett 6 ganger • For 4 uker siden
7:35
Concision
Sett 6 ganger • For 4 uker siden
UNCLEAR
Who does what in this sentence?
Identify the Subjects and the Verbs
4:19
Character Action
Sett 10 ganger •
For 4 uker siden
2. Truncation
Use the root of the word to locate related terms or plurals.
Very often the symbol for trunkation is asterisk (*).
Nor* will give results for Norway, Norwegians, Norwegian, Northern, ...
6:15
Search Strategies
Sett 2 ganger • For 4 uker siden
https://www.youtube.com/watch?v=XSrSJgWfORE

The Writing Centre

Need a silent place to write?
Trenger du en strukturert skriveøkt?

Silent Writing Lab

Every Tuesday (from 1.9.20)

10-1600

Mini-Lecture

12.30-1300

Tårn T132

Drop-in or join us the whole day!

Mini-lecture Program

1230-1300

01.09	Study Technique and Time management
08.09	Reading Techniques & Notetaking
15.09	Searching Techniques w/ The Library
22.09	Text Structure and Outlining
29.09	How to Write Good Discussions
06.10	Oral Presentation Techniques
13.10	Academic Writing Week (see program)
20.10	Referencing w/ The Library
27.10	Paragraph and Sentence Structure
03.11	Clarity in Academic Writing
10.11	Introductions and Conclusions
17.11	Exam Preparation Techniques
24.11	Get Started With Your Master Thesis
01.12	Stress Management & Relief

FERDIG!

Tid for belønning ☺