USC Ph.D. Academy: Time Management Tips & Strategies

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Do you have any specific time management techniques that you use?
How do you manage to get all the work done?
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February

3 Monday
- Meditate!
- Submit State of the Art Manuscript
- Read DSM-5 Anxiety/Depression
- Submit Peer Review Paper
- Work on ABA Poster
- Read DSM-5 Schiz., Dep, Anx.
- Sign up for Maras!
- IRB -> MINT

4 Tuesday
- Meditate!
- Sign up for Maras
- IRB -> MINT
- Work on NTR Peer Review -> due Wed.

5 Wednesday
- Submit NTR Peer Review
- Work on brief presentation -> Time Management Tips
- Meditation
- Log Time2Track

6 Thursday
- Meditate!
- Submit Stoop Task manuscript
- Work on ABA Poster

7 Friday
- Meditate!
- Read DSM-5 Schiz., Dep, Anx.

8 Saturday
- Work on Neuroscience & Behavioral Review -> Peer Review
- Meditate!
- NTR Peer Review Hard Deadline

9 Sunday
- Meditate!
How do I keep track of everything that needs to be accomplished?
Do you use any apps?
Any resources at USC?
How do you keep from getting discouraged about the workload?

BE KIND to YOURSELF
by KRISTIN NEFF

1. SELF KINDNESS
WE ARE AS CARING TOWARD OURSELVES AS WE ARE TOWARD OTHERS

2. RECOGNIZING OUR COMMON HUMANITY

3. MINDFULNESS
BEING OPEN TO THE REALITY OF THE PRESENT MOMENT
ACKNOWLEDGE OUR SUFFERING WITHOUT EXAGGERATING IT

HAPPY LIFE
SELF-COMPASSION A SOURCE OF STRENGTH AND RESILIENCE

seeyourwords.com
How do you find time to do things other than your scholarship?
THANK YOU FOR COMING!

Happy to chat more about this or anything really. Feel free to contact me at:

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4-7-8 DEEP BREATHING EXERCISE
**STEP 1:**
Exhale completely through your mouth, making a whoosh sound.

**STEP 2:**
Close your mouth and inhale quietly through your nose to a mental count of 4.
4-7-8 Deep Breathing Exercise

STEP 3: Hold your breath for a count of 7.

STEP 4: Exhale slowly through your mouth, making a whoosh sound to a count of 8. Repeat 3-5x in one session.
Benefits of 4-7-8 Deep Breathing Exercise

- Calms your brain and acts as a natural tranquilizer for the nervous system!
- Improves cardiovascular health and regulates blood pressure and heart rate!
- Counting breaths tap into brain regions related to emotion and memory!
- Controlled breathing boosts immune system and improves energy metabolism!