Time management with the
ALPEN method

How does this help me?

- The method helps you gain an overview of the tasks that need to be completed.

- It helps you with planning and organizing the work process.

- It allows you to distribute tasks throughout the day.

- It aids in self-reflection of your own work process: Am I planning realistically? Do I complete the tasks on my list? Do I waste time?

How does it work?

With the ALPEN method, order can be achieved quickly within the chaos of your daily routine and many To-do lists.

The acronym **ALPEN** (which is the German word for ‚Alps') stands for the first letters of each step. The method helps you structure and plan your daily routine and work process. It is more encompassing than a normal To-do list.

The trick: For each task, estimate how much time you will need for it, as well as how much time you can spend on your tasks in total, including buffers. This quickly shows you what you can realistically achieve within the current time frame (keyword: setting priorities).

The individual steps according to the acronym will be explained on the following page.
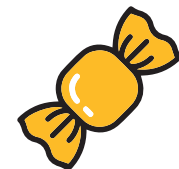
Literature:
Bastian, Jasmin; Groß-Mlynek, Lena (2018): Lerntechniken und Wissensmanagement. Wissen erwerben, speichern und verwerten. 2th ed., Huter & Roth KG: Wien, 89-90.

SCHLÜSSELKOMPETENZEN IM STUDIUM

Record all your tasks, even the small ones, in writing.

Set SMART goals for each tasks. Check out the handout „SMART goals".

Reward yourself for the tasks you completed.

Activities: Write down your tasks

What do I want to do today?
Ex: Write down the tasks in the form of a To-do list.

Length: Estimate the duration

How long will I realistically need for each task?
How much time do I want to take today for working on my tasks in total?
Are there any deadlines or time limits that need to be observed?

Plan buffer times

Schedule a maximum of 60% of the day.
Why? Tasks often take longer than planned or something unexpected happens that interrupts your work process. By scheduling buffer times in advance, you are prepared for this.

Establish priorities

Which tasks do I need to work on first?
Tip: A good strategy here can be to start with the most difficult or time extensive tasks first, since your concentration will be the highest in the beginning.

Note down success levels (follow-up)

What did I do well?
What can I do better tomorrow?
Tip: Evaluation criteria could be:
  · What did I succesfully complete?
  · Did I stick to the planned time, etc.?