



# TA Workflow and Time Management in an online environment.

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## Tools we will be using:

### Collaborate Ultra

- Mini-lesson on how to use all the functions from the CTLT Events Coordinators

### Google Jamboard

Link in collaborate ultra chat!





## Personal Role Reflection

1. What tasks do you have
2. How long do they normally take?
3. How long are they taking online?



## Learning Objectives

By the end of this workshop we will have generated ideas for:

- how to manage the transition to online environment
- how to set boundaries when working online
- how to manage our time and balance work life with personal life

AND!

- Identify areas where UBC needs to provide more resources
- Evaluate whether current TA hours allotted are enough!



## Questions

Scroll through the pages on google JamBoard and post your answers to:

- What challenges are you having with moving your workflow online?
- What challenges are you currently facing in terms of time-management?



## Case Study Exercise

Everyone will go into Breakout groups for discussion, and each group will have a Case Study.

Possible point to discuss:

1. Where does the issue stem from?
2. What barriers need to be overcome?
3. What are some solutions?

1 person from each group will be the “expert” and present your groups discussion points!



## Case Studies

Group 1: You have marked exams, and the students want to review their exams with you question by question.

Group 2: Lesson planning is starting to take a lot more of your time because you have to convert all of the activities online.

Group 3: You no longer have in-person office hours, and are getting questions at all times of the day and night.

Group 4: You are constantly bombarded with emails and notifications from students/your instructor and you are starting to slip on managing your responsibilities.

Group 5:

Group 6:





Developing your toolkit!