Time Management

Using the weekly planner, fill in all the time commitments you ‘have’ to do. These include:

- Hours of school including any free periods you have
- Travel to and from school
- Hours of work (if you have a part-time job)
- Any regular sport, leisure, religious or community commitments
- Mealtimes and regular family commitments

When you have written in all the things you HAVE to do, look at the blank time slots left. This will help you work out how many hours a week you actually have for study.

Next, plan time slots to use for study and assignments.

Fill in times that could be used as study periods. Even 15 minutes on the bus can be useful for reading notes! Make the most of it.

Don’t forget your life...

We don’t want you to keep your head in a book 24/7. You need a balance between study, rest, health & social life.

- **Socialise.** You don’t need to become a hermit so schedule in time to hang out with your friends.

- **Get the blood pumping.** Scientists tell us exercise relieves stress and helps us concentrate more. Guess what? They are totally right.

- **Break it up.** If you study for an hour, make sure you take a break to re-energise so your brain doesn’t turn to mush. Stand up, dance around or go for a walk outside.

- **Be flexible.** Life doesn’t stand still and things always pop up. Use the timetable as a guide and try to stick to it as much as possible. If you miss a study slot don’t freak out – try and reschedule it at another time.

- **Keep it real.** Be realistic about the amount of time you have and how long things take. Reading a book chapter might take less time than writing an essay. Time management is about managing the stuff you have to do with the time you have.
What they call procrastination...

We all put off the stuff we DON'T want to do, but in the long run it leaves us less time to do the stuff we REALLY want to do. That sucks big time.

Common time suckers - Facebook/Playstation/Texting friends/Watching TV. A good distraction and a path leading straight to NOT getting stuff done!

- Work with the internet/TV switched off. The world will not stop turning – we promise.
- Ignore the phone and use message bank. You can call your mates back later.
- Schedule in times in your week to include these activities, but use it as a reward for hours of hard work accomplished.

“Arrgh... There is too much to do. I am totally stressing out, so I will watch some TV instead and do it later.”

We have all felt like this, but putting stuff off is only going to make it worse in the long run, leaving you more like a total stress head.

- Make a ‘Just Do It’ list of what you have to do in order of priority. Your maths equation is more important than making it to the next level of ‘Call of Duty’.
- Just Do It. Getting started is the first step, even if it is at least just writing down how you are going to complete the assignment/study you have started. Respect.
- Make it chunky. Breaking up your work into small bite size chunks such as reading a chapter instead of the whole book, makes it waaaaaay less daunting.
- Big Up Yourself. Once you have completed that chunk, reward yourself. Whoop it up.

In it for the long-term...

Using a yearly planner that you can place on your wall or desk allows you to plan your work and commitments over the term and reminds you of when work is due.

- Place the planner in a position where you have easy access to it.
- Write in the dates assignments are due and exams are scheduled.
- Work out how long you will need to complete each task.
- Allow yourself plenty of time so you don’t stress the night before.
- Remember to allow for extra workload. If you have several assignments due at the same time, you will need to begin each task even earlier than usual.
- Set start dates for each task. Write them on your planner. Draw lines back from the due dates to 'start' dates. Doing this will give you a good indication of how much time you have to complete tasks and cue you to start them.