

Time Management Skills

Ever find yourself stressing over a deadline or over a sudden pile up of assignments ALL DUE THE NEXT DAY?!! If this sounds familiar, you could do with time management skills. Managing your time well is a key element to success — especially if you're a student. Here are some hot tips on how manage your time effectively.

CREATING A SCHEDULE THAT WORKS

Find a planner at the works for you. Choose a calendar or a planner that you prefer and are most likely to use. Some favour actual *hardcopies* and paste them on the wall, well in view. You could also opt for *virtual calendars* in sync with their emails, or are using their *smartphones*.

Use your planner wisely.

- As soon as you know about an event, pencil it in.
- As soon as an event or task is finished, cross it off the list.
- Remember not to overbook.

Reflect on whether it's working. At the end of the week, look back at what you've had to do and what you accomplished. Use both hits and misses from this week in building a schedule for next week.

10 TIPS ON HOW TO ORGANISE YOUR LIFE

- 1. Make To-Do List Every Day.** On top of a schedule, make a separate list of things to do each day.
- 2. Determine Your Priorities.** Establish the importance of each task. Start with what is most urgent and important.
- 3. Set and Achieve Goals.** Look at the bigger picture and then set mini goals to help you achieve it.
E.g. If you have to give a presentation to give in a month, set aside time throughout the upcoming weeks to research the topic, put together powerpoint slides and practise. The mini targets will help you with your end goal.
- 4. Reward Your Accomplishments.** Give yourself a treat for successfully completing tasks set out for the day. It could be a chocolate cake or even 20 minutes to surf the Internet.
- 5. Don't Waste Time.** Once you realize you're wasting time worrying about something that you're supposed to be doing instead of doing it – stop and stay on task. Procrastination only increases stress.
- 6. Find the Right Time.** You'll work more efficiently if you figure out when you do your best work.
E.g. If your brain handles Math better in the afternoon, don't wait to do it until late at night.
- 7. Use Spare Minutes Wisely.** When you're in the car, bus or train, use the time. You could get some reading done.
- 8. It's OKAY to Say No.** Realize that it's okay to say no to your friends. Communicate your schedule to others by telling them you are only available at certain times of the day.
- 9. Don't Over Do It.** To prevent burnout, set aside free time and mini breaks in between tasks. Figure out how much time you have each week before adding further commitments.
- 10. Get a Good Night's Sleep.** Your brain needs rest to perform at its peak. Lack of sleep makes the day seem longer and your tasks seem more difficult.

USEFUL WEBSITES

- **Time Management Skills:** http://www.stanford.edu/dept/CTL/Student/studyskills/time_manage.pdf
- **What if to-do lists don't work for me? (right-brained people):**
http://lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/Study%20Skills%20PDFs%20for%20LSC%20Website/Ti%20me%20Managment%20for%20Right-Brained%20People.pdf
- **Time Management Tools, Assessments and Further Reading:**
<http://www.dartmouth.edu/~acskills/success/time.html>

WHO TO GO TO FOR HELP

- Speak to a trusted adult: teacher, head of year, family member or Claire@claireyoungtherapy.com