

## TIME MANAGEMENT

Having **sufficient** time to meet all of your commitments requires planning.

How often do you run out of time?

Being “time poor” is avoidable.

Before you can **control** your time usage you must understand where it goes.

For **three** typical days

- list everything you do from when you rise till when you retire
- break the day up into
  - before school • at school • after school • sleep.

This is a tedious exercise, but it will be very **rewarding**. Summarise your time **usage** and fill in the gaps below.

How much time do you spend:

- sleeping \_\_\_\_\_
  - eating and dressing \_\_\_\_\_
  - travelling \_\_\_\_\_
  - at school \_\_\_\_\_
  - sport/exercising \_\_\_\_\_
  - leisure/TV/visiting \_\_\_\_\_
  - part-time job \_\_\_\_\_
  - other \_\_\_\_\_
- Total \_\_\_\_\_

Remember, there are **168** hours in a week.

Are there any glaring **time wasters**? If so, list them and be aware if and when they occur.

Study is a **full-time** commitment and must be viewed as such

- it is much more than just attending classes.

One workable strategy is to allocate **40 hours** per week to lessons and study

- the same number of hours as a full-time job
- it helps you resist diversions and assists concentration.

For example, if you attended 25, 50 minute classes (about 20 hours), you should spend 20 hours minimum studying at home.

Also it is **vital** to relax and pursue leisure activities for about 12 hours per week

- this time is necessary for a balanced lifestyle.

Aim for your Study Timetable to tailor your lifestyle, bearing in mind that weekly

- 40 hours academic time minimum
- sometimes “overtime” will be necessary
- compulsory “time out” of about 12 hours
- self discipline and purpose are the keys
- see Study Timetable, page 36, and Sample Study Timetable, page 174.



Each week **revisit** your Plan, taking into account

- time wasters from the previous week.

Remember, **you** are in control, no one else.

*“Well done is better than well said.” Anon.*

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### Sunday

**Well Being Tip:** Go out with a group of friends regularly for a meal, quality time.