

TIME MANAGEMENT

Managing your time will help you become more effective and successful in the way you run your life. If you are to have time for both school work Time Management and relaxation you must understand where your time goes and how you can make better use of it.

It is a good idea to get in the habit of listing all your tasks on a daily and weekly basis - both what you have to do and also what you want to do. Some will be in your control and some won't.

You will need to devise:

A Long Term Revision Timetable on which you work out which subjects you intend to revise on which day.

A Weekly Timetable on which you work out exactly when you are going to revise and also what topics you need to cover for each subject.

Top Ten Tips on Time Management

Make your timetable well in advance and be realistic, particularly as to how long tasks will take.

Mixing difficult tasks with easier ones will help you to keep to your timetable. Place difficult tasks in the 'best' slots.

Have deadlines and stick to them. Set realistic deadlines.

When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.

Don't put off tasks that you don't want to do.

Do put off dealing with things that are unimportant.

If possible, share tasks or use the expertise of others who can help.

Analyse the interruptions you experience during the day and learn to say 'no' without feeling guilty.

Break down your work into manageable chunks.

Review your 'free time' - e.g. if you travel by bus or train could you use the time to read notes?