

Time Management

Remember that time is money

Benjamin Franklin, 1748

*There is more to life than
increasing its speed*

Mahatma Gandhi

- Being successful doesn't make you manage your time well.
- Managing your time well makes you successful.

Simplify

*Our life is frittered away by
detail.... simplify, simplify*

Henry David Thoreau

Planning

- Failing to plan is planning to fail.
- Plan Each Day, Each Week, Each Semester.
- You can always change your plan, but only once you have one!

Planning

Have a time and a place for everything and do everything in it's time and place. You will accomplish more and have far more leisure time

Henry David Thoreau

Prioritise

*Things that matter most must
never be at the mercy of things
that matter least*

Johann Wolfgang von Goethe

To Do Lists

- Break things down into small steps
- Do the most important thing first

Structure

*Efficiency is doing things right.
Effectiveness is doing the right
things. Efficiency without
effectiveness is like straightening
the deck chairs on the Titanic*

Bill Redden

- Clutter is distracting – be organised.
- Focus on one thing at a time.
- A good file system is essential.

Scheduling Yourself

- You don't find time for important things, you make it.
- Learn to say “No”.

“Procrastination is the thief of time”

Edward Young
Night Thoughts, 1742

***“Work expands so as to fill the time
available for its completion”***

Parkinson's Law

Cyril Parkinson, 1957

Avoiding Procrastination

- Leaving everything to the last minute is too exhausting!
- Deadlines are really important: establish them yourself!

Time Management

- Write things down
- When's my next assessment point?
- What should I have done by then?

Talk to your Lecturers

- They sometimes know more than you do.
- They want you to be successful.
- Take the initiative in talking with them!

General Advice

- Kill your television (how badly do you want your degree?)
- Eat, sleep, exercise and have fun; make time for what you enjoy.

Balance

To live only for some future goal is shallow.

It's the sides of the mountain that sustain life, not the top.

Robert Pirsig



<https://www.youtube.com/watch?v=c6GlVtRaTq4>