

Time Management

Time controls a large part of any workload and is driven ,in many cases by an approaching deadline. A.David (2003) Managing time is one of many skills that can be developed and improved but requires a careful balance of the time spent studying, and other aspects of life, such as family, social commitments, jobs and the unexpected events. There are many ideas that can improve time management , however decision making over priorities can become challenging.

“Managing time is about achieving balance... it is about finding time to enjoy ones self and also achieving personal goals “ Atkinson. F (2009)

Poor time management

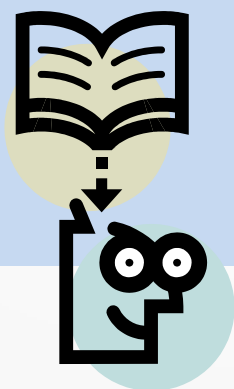
- Leaving work until the last minute
- Juggling on more than one piece of work
- Wasting time procrastinating
- Rushing work to complete it
- Spending too much time on one area/ perfectionism
- Staying up all night to complete work



The effects of poor time management:

- Loss of confidence and feeling of not coping
- Inability to meet deadlines
- Problems getting started, loss of motivation on the subject
- Having to rush and juggle more than one piece of work.
- Work is pressured and not at its full potential
- Increased level of stress, fatigue and loss of concentration
- Missed deadlines and work is late, possible failed assignment.
- Inconsistency in work and performance
- Poor quality of work

McMillan K, Wayers J. (2012)



Strategies to improve time management:

- Make considered decisions instead of impulsive ones, time is likely to be spent more wisely.
- Plan and estimate the time required to complete a task (Leven..P 2007)
- Have awareness of putting off work, avoid excuses.
- Priorities- don't do everything all at once . Have clarity in goals, list things of higher importance and apply focus to one task at a time Yager.J (2003,02)
- Map out the week ahead.
- Consider the time of day best for study
- Use a memory stick, to take work to do between other commitments.
- Identify and plan for potential crisis points Wilson.E, Bedford. D (2009)
- Complete the harder parts first
- Get organised and gather what material items are needed before starting to study.
- Break work down into manageable chunks. Set goals and targets in realistic time frames.

Effective use of time can lead to a greater sense of achievement, reduce stress levels and creates more satisfaction in what is being created. If deadlines are met consistently, then work is likely to be at a higher standard, which consequently will provide motivation to continue to progress.