

Time Management

Karla Hill

Aims:

- ▶ Why is time management important to our studies?
- ▶ What factors influence time management?
- ▶ How to help organise your time.

Why is time management important to our studies?

- ▶ Time management is a skill that helps students to prioritise tasks. They need to accurately judge the amount of time needed to complete them.
- ▶ We gain discipline skills, which is vital for us to become better students.
- ▶ Reduce Stress.
- ▶ Helps us complete tasks to a high standard.

What factors influence us?

- ▶ Home- cooking, cleaning, washing, shopping, odd jobs
- ▶ Work
- ▶ Children- Homework, after school clubs, concerts
- ▶ Socialising- Social media, friends, holidays, family
- ▶ Pets

How to help organise your time

- ▶ Create a Schedule.
- ▶ Use an Agenda.
- ▶ Eliminate Distractions.
- ▶ Set Goals For Each Study Session.
- ▶ Start Working On Assignments Early.
- ▶ Work On One Thing At A Time.
- ▶ Study In Shorter Bursts.
- ▶ Start Earlier
- ▶ 8-10 Hours of Sleep

Monday	Tuesday	Wed	Thurs	Fri	Sat	Sun
Wake up	Wake up	Wake up	Wake up	Wake up	Wake up	Wake up
Get ready	Watch tv	Watch tv	Get ready	Get ready	Laze around	Hungover
Drop baby off	Laze around	Lazy Day	Drop baby off	Drop baby off	Socialise	Go to mums
Drive 1hr	Drop baby to nursery	Odd jobs	Drive 1hr	Drive 1hr	Family activities	Laze around
Uni 11-1	Shopping	Visit family	Uni 11-2	Uni 9-3	“ “	Sleep
Drive 1hr	Washing	Home	Drive 1hr	Drive 1hr	“ “	Food
Collect baby	Lunch	Lounge around	Collect baby	Collect baby	“ “	Sleep
Home/food	Collect baby	Food	Food	Visit Mum	Baby at mums	Go Home
Clean	Food/bath	Clean	Clean	Chill at mums	See friends	Watch tv
Bath	Tv	Bath	Bath	Home	Night out	Tv
Tv/Bed	Bed	Tv/bed	Tv/bed	Socialise/bed	Night out	Bed

Monday	Tue	Wed	Thurs	Fri	Sat	Sun
Wake up	Wake up	Wake up	Wake up	Wake up	Wake up	Wake up
Get ready	Get ready	Laze around	Get ready	Get ready	Family activities	Sometimes hungover
Drop baby off	Food Shop	Uni work	Drop baby off	Drop baby off	“ “	Mums
Drive 1hr	Drop baby to nursery	Clean	Drive 1hr	Drive 1hr	“ “	Food
Uni 11-1	Uni work	Read	Uni 11-2	Uni 9-3	“ “	Family time
Drive 1hr	Clean	Visit family	Drive 1hr	Drive 1hr	“ “	“ “
Collect baby	Uni work	Home	Collect baby	Collect baby	“ “	“ “
Home/food	Collect baby	Food/clean	Food	Visit Mum	mums	Home
Clean	Food/bath	Bath	Clean	Chill at mums	Socialise	Bath
Bath	Tv	Tv	Bath	Home	See friends	Tv
Tv/Bed	Bed	Bed	Tv/bed	Socialise/b ed	Night out(occasio nal)	Bed

References

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