



TIME MANAGEMENT

The ability to plan and control how you spend the hours in your day to effectively accomplish your goals

PL21 Quick Bites Tips on Time Management



- 1** Blocks of study time and breaks
- 2** Dedicated study spaces
- 3** Weekly reviews
- 4** Prioritize your assignments
- 5** Achieve "stage 1"-
GET SOMETHING DONE!
- 6** Postpone unnecessary activities until the work is done!
- 7** Identity resources to help you
- 8** Use your free time wisely
- 9** Review notes and readings just before class
- 10** Review lecture notes just after class

Do's & Don'ts



- ✓** Realistic plans and steps
 - Ask yourself "how much time each task will take?"
 - Time of day dedicated to work
 - Visible rewards you have at each station
 - Build in time for review

- ✗** Taking on too much
- ✗** Multitasking
 - Not taking Breaks
 - Ineffective scheduling



Focus Time [FT]



- 1. 45 mins blocks of 100% concentration
- 2. Reward yourself with 15mins break after each FT
- 3. Have 2 to 4 FTs during normal school days
- 4. Have 5 to 8 FTs nearer to common test / exam

