

Time Management Tips

Year 11

Realize that time management is a myth

- No matter how organized we are, there are always only 24 hours in a day.
- Time doesn't change.
- All we can actually manage is ourselves and what we do with the time that we have.

Find out where you're wasting time

- Many of us are prey to time-wasters that steal time we could be using much more productively.
- What are your time-bandits? Do you spend too much time 'Net surfing, reading email, or making personal calls?
- Tracking Daily Activities can form a accurate picture of what you actually do, the first step to effective time management.

Create time management goals

- Remember, the focus of time management is actually changing your behaviors, not changing time.
- A good place to start is by eliminating your personal time-wasters.
- For one week, for example, set a goal that you're not going to take personal phone calls while you're working.

Implement a time management plan

- The objective is to change your behaviors over time to achieve whatever general goal you've set for yourself, such as increasing your productivity or decreasing your stress.
- So you need to not only set your specific goals, but track them over time to see whether or not you're accomplishing them.

Use time management tools

- The first step to physically managing your time is to know where it's going now and planning how you're going to spend your time in the future.
- Use a written timetable – or reminders on phone / computer.

Prioritize ruthlessly

- You should start each day with a time management session prioritizing the tasks for that day and setting your performance benchmark.
- If you have 20 tasks for a given day, how many of them do you truly need to accomplish?

Establish routines and stick to them as much as possible

- While crises will arise, you'll be much more productive if you can follow routines most of the time.
- What is your morning routine?

Get in the habit of setting time limits for tasks

- For instance, homework and revisions can consume your many hours if you let it and become easily distracted.
- Instead, set a limit of a period of work time and stick to it.
- Plan in breaks and for how long these will last.

Be sure your systems are organized

- Are you wasting a lot of time looking for files on your computer or pieces of paper all over the house?
- Take the time to organize a file management system. Is your filing system slowing you down? Redo it, so it's organized to the point that you can quickly lay your hands on what you need.

Don't waste time waiting

- It's impossible to avoid waiting for someone or something.
- But you don't need to just sit there and twiddle your thumbs. Always take something to do with you.