

Manage **TIME**

Remember, we all have 24 hours in a day, 168 hours in a week. 'Time is Money', so spend your time wisely.

Time management is a process of understanding what we do with our time now, identifying what needs to be done, making up a schedule, following it and evaluating how we are doing and revising our next schedule.

T -Time recorded and monitored

- Record your time for a week.
- Summarize what you did

I -Identify what you need / want to accomplish

- Decide what you need to do
- Identify fixed time activities
- Decide how to use your non-fixed time

M -Make up a schedule

- Place fixed time activities (classes, meals, sleep, etc.)
 - Schedule non-fixed times
- Ideas to consider on side 2*

E -Evaluate how you are Following your schedule

- Highlight in one color when you are following the plan
- Highlight in another color times when you've missed the schedule
- Adjust your plan for next week and continue

Use TIME steps to make better use of your time

Time **Ideas**

Use the TIME steps and think about these ideas

Use your "Best Times" for difficult tasks & do routine tasks at low energy times.

Do difficult tasks in short time chunks with breaks between

Use suitable places to do your tasks, library, quiet place, etc.

Make sure your schedule time for relaxing & time for yourself

Schedule time to eat and sleep properly

Combine tasks when possible like studying on the bus

Set goals for time management and celebrate as you do them

Use 'To Do' lists with 'needed now' or 'can be done later'

Use long term planner for deadlines & long term events

Go over materials as soon as possible to slow forgetting

Have tasks to do in 'dead' time (unexpected free time)

Agree with friends, children and partners about tasks

Don't let interruptions distract you from your schedule

Work to the level of perfection that a task requires

Ask yourself; 'is it possible to do just one more thing?'

Ask yourself, 'Is this the best use of my time right now?'

Practice often by using different methods on problems

Learning Strategies