




Time Management

Up Your

Learning

K E Y	<u>NOTES</u>	<u>PIC</u>	<u>TERM QUESTION</u>
	<p>Do you run out of time <u>before</u> you run out of things to do?</p> <p>Time management is the process of using you time effectively to get things done that need to be done. We all have 24 hours in a day, 168 hours in a week, no more, no less, so we really don't mänge time but we manage what we do with the time we have. We have all heard that 'Time is Money'. So imagine you have \$168 hours to spend, how do you spend them now and what do you want to budget your time-money for.</p>		<p>How much time do you have?</p>
	<p>Time management is a process of understanding what we do with our time now, identify what needs to be done, make up a schedule, follow it and evaluate how we are doing and revise our schedule.</p>		<p>What are the steps of Time Management?</p>
	<p>To accomplish what you want follow the steps of TIME.</p>		
	<p>Time recorded and monitored.</p> <ol style="list-style-type: none"> To plan to spend our time effectively we need to know how we use our time now, we need to record our time use using the 'Time Use Chart' for a week. Print it now. At the end of the week, do the 'Activity Summary' to understand where your time-hours are being spent. Later, you will be asked to BUDGET your time by analyzing your present expenditures and them develop an appropriate budget. <p>Identify what you need & want to accomplish to develop a 'Planned Schedule'</p> <ol style="list-style-type: none"> As you fill in your 'Time Use Chart' notice where you spent your time. When you fill in the 'Activity Summary', use the categories listed or add your own. Now think how you want to spend your time. Some items need time devoted to them, for instance; sleep. class time, etc. <p>Make up a schedule</p> <ol style="list-style-type: none"> Place fixed time activities (classes, meals, sleep, etc.) in the 'Planned Schedule' Create priorities for the time that is left beyond the fixed schedule activities Some ideas to consider when placing them on your schedule: <ul style="list-style-type: none"> Decide when you are most alert and use that time for studying. Have realistic goals for amount of studying to done per day or week. Break larger projects into smaller chunks , each to scheduled to finish on time Have boring and difficult tasks first <p>Evaluate how you are doing compared to your schedule</p> <ol style="list-style-type: none"> After you have created your 'Planned Schedule', follow it. Highlight in one color when you are following the plan and in another color times when you are doing something different. For the next week adjust your plan and continue the process to use your time effectively. 	<p>\$</p>  <p>?</p>  <p>✓</p>	<p>T represents?</p> <p>I represents?</p> <p>M represents?</p> <p>E represents?</p>
	<p><i>For more ideas on spending your 'Time-Hours' see page 2.</i></p>		<p>?</p>

	Time Management Ideas to spend your time-hours more effectively		
	<ol style="list-style-type: none"> 1. Identify your "Best Times" for doing difficult task and do them then. Do routine task such as laundry and dishes at low energy times. 2. Do difficult tasks in short time chunks with breaks in between. 3. Find suitable places to do various tasks such as a library for studying and reading. Reading in bed or on the couch may lead to relaxing. Use a regular study area. 4. Make sure your schedule time for relaxation and time for yourself . 5. Take the time to eat and sleep properly: many times when we are short of time we use sleep time to do other tasks. 6. Do two or more things at once. Combine a bus ride with studying Math Term cards, practice a presentation while standing in line at the bank, replay a book plot in your head while waiting in the doctor’s office, etc. 7. Set goals for your time management and celebrate as you move toward them. 8. Create and use a ‘To Do’ list. Write down all you have to do, then decide what do I need to do right now, what can I put off, what can I have some one else do, etc. 9. Use a long term planner to list dates of deadlines, upcoming events and long term commitments. 10. Schedule time to go over materials as soon as possible as learning it the first time, since forgetting is greatest within the first 24 hours. 11. Have tasks available to do with ‘dead’ time or unexpected time block that suddenly comes open, when a bus is late, instructor does not show up, a class is cancelled, etc. 12. Make agreements with your friends, children and partners about the time you need to do work related to school and stick to them. 13. Try not to let interruptions distract you from your schedule. For example, if someone phones, let them know that this is your study time and you will call them back at a certain time when you are finished your scheduled task. 14. Determine to what level of perfection a task needs to be done. How clean does your house have to be? How good does the assignment have to be? 15. Ask yourself; is it possible to do just one more thing right now? 15. Ask yourself, is this the best use of my time right now? 		<p>List a single or a couple words to remember each Idea.</p>
	<p><i>Use the TIME steps to time management to use your time hours effectively.</i></p>		

Time Use Chart

Print a copy of the chart and record everything you do in each half hour per week. (You may want to set up your own chart in 15 minute slots.) At the end of the week fill in the 'Activities Summary'

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
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Activity Summary

At the end of the week use this page to summarize your activities. After you evaluate your activities, use the Planned Activities chart for next week.

Activity		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week Total	Percent
School	Classes									
	Study									
	Assignments									
	Tests									
Work	Job									
	House									
Life	Children									
	Shopping									
Appointments	Medical									
	School									
Health	Eating									
	Sleeping									
	Exercise									
	Recreation									
Travel										
Daily total										
Should be 24										

Place the time for each day in the appropriate slot and at the end of the week total the time. To determine percentage, divide the number of hours in an activity in the week by 168. So if for one week you slept for 60 hours, divide 60 by 168 and multiply by 100 to get percent. $60 / 168 \times 100 = 35.7\%$

Weekly Planned Schedule

Print a copy of the chart and fill in your commitments, such as classes, meals and appointments. Then think about how much time you want to spend on your other activities such as studying, recreation, etc. And place them on your chart. Remember to leave time for yourself to relax & 'veg out'.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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7:00							
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