

Time Management

Do you feel you manage your time well?

Vote Now!

Yes, I'm good at scheduling my days and weeks.

Sometimes I'm short on time, sometimes not.

No, I'm almost always short on time.

How much time do you set aside for homework every night?

Do you set aside enough time to get things done? Here's a trick:

Take a guess at how much time it will take for you to get your work done. Write it down. Then, right before you get started, check the clock and see what time it is. You are going to time yourself and see how close your guess was. You may want to do this a few times to help you become aware of how long it actually takes to do your homework.

Do you have a routine?

Routines are a great way to help you get everything done on time. Before doing anything, plan it and **write it down so that you have a guide and won't waste any time.** When you make the list, **prioritize** what you have to do first according to its importance. And no matter what happens; do not allow these distractions to become your priority.

Here's how to establish a routine:

- Write down the things you need to accomplish
- Every item written on your list must be given a time frame
- Organize every item written according to its importance.
- Make a plan on how to achieve your goals in the given time frame

Focus. This will help you accomplish every little thing you have to do for a day.



TIME MANAGEMENT ACTION PLAN

1. **Clarify your goal.** (Can you get a visual picture of the expected outcome? How can you see if you have reached your destination? What makes your goal measurable? What might be in the way, like the limits on time, money, or other resources?) Clearly state your goal here:
2. **Write a list of actions.** Write down all actions you may need to take to achieve your goal. At this step, focus on generating and writing as many different options and ideas as possible. List them in the space below:
3. **Analyze, prioritize, and prune.** Look at your list of actions. What are the absolutely necessary and best steps to achieve your goal? Mark them with a check mark. After that, what action items can be dropped from in the plan without significant consequences for the outcome? Cross them out.
4. **Organize your list into a plan.** Decide on the order of your action steps. Start from looking at your checked key actions. For each action, what other steps should be completed before that action? Rearrange your actions and ideas into a sequence of ordered action steps. Finally, look at your plan once again. Are there any ways to simplify it even more?
5. Monitor the execution of your plan and review the plan regularly. How much have you progressed toward your goal by now? What new information have you got? Use this information to further adjust and optimize your plan.

