

Time Management

“Time management” is the process of organising and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight, and pressures are high. Failing to manage your time damages your effectiveness and causes stress. https://www.mindtools.com/pages/main/newMN_HTE.htm

Time management tips for managing study, work, family and even free time tasks and schedules

Helpful Steps

CREATE A TO-DO LIST

Create a list of what you need to accomplish for the day, week, or month etc. The list may include assessments, errands, shopping, watching course videos and picking up or dropping off the kids.

PRIORITIZE YOUR TASKS

Prioritize your tasks in order of importance, for example you might have deadlines or due dates, these would be put first as opposed tasks like clothes shopping or to browsing on social media, which still may be a priority, but it can be re-scheduled as they may not have specific deadlines

TIME YOUR TASKS

Set a time frame on the tasks - this step is key to being effective with your time because estimating or setting time for tasks ensures you will:

1. Get to know how long things actually take you to complete so that future scheduling becomes measurable and realistic
2. Not plan an unrealistic schedule
3. Ensure you are productive by putting a realistic number of tasks within your set time; almost like the video game Tetris –making sure all your tasks fit into your schedule

MAP OUT YOUR SCHEDULE

Next Map out your schedule, preferably a daily and weekly schedule- that includes your weekly commitments; health, family, work etc. so you can see where you have time to complete your tasks. If you have an overview of your schedule, you can find time pockets where you can complete your tasks that you may not have seen within your day/ week

ORDER YOUR TASKS

Then based on priority, importance and time frame order your tasks within your schedule, to ensure you can realistically and effectively complete things.

COMPLETE YOUR TASKS

after you've listed, prioritized, timed and scheduled your tasks now you can complete them

REVIEW YOUR EFFECTIVENESS

yay, you have completed your tasks.

Is there a better way next time? Tweak how you did things if you think there might be a better way and re-evaluate to see if it really was better.