

Lesson 3

TIME MANAGEMENT



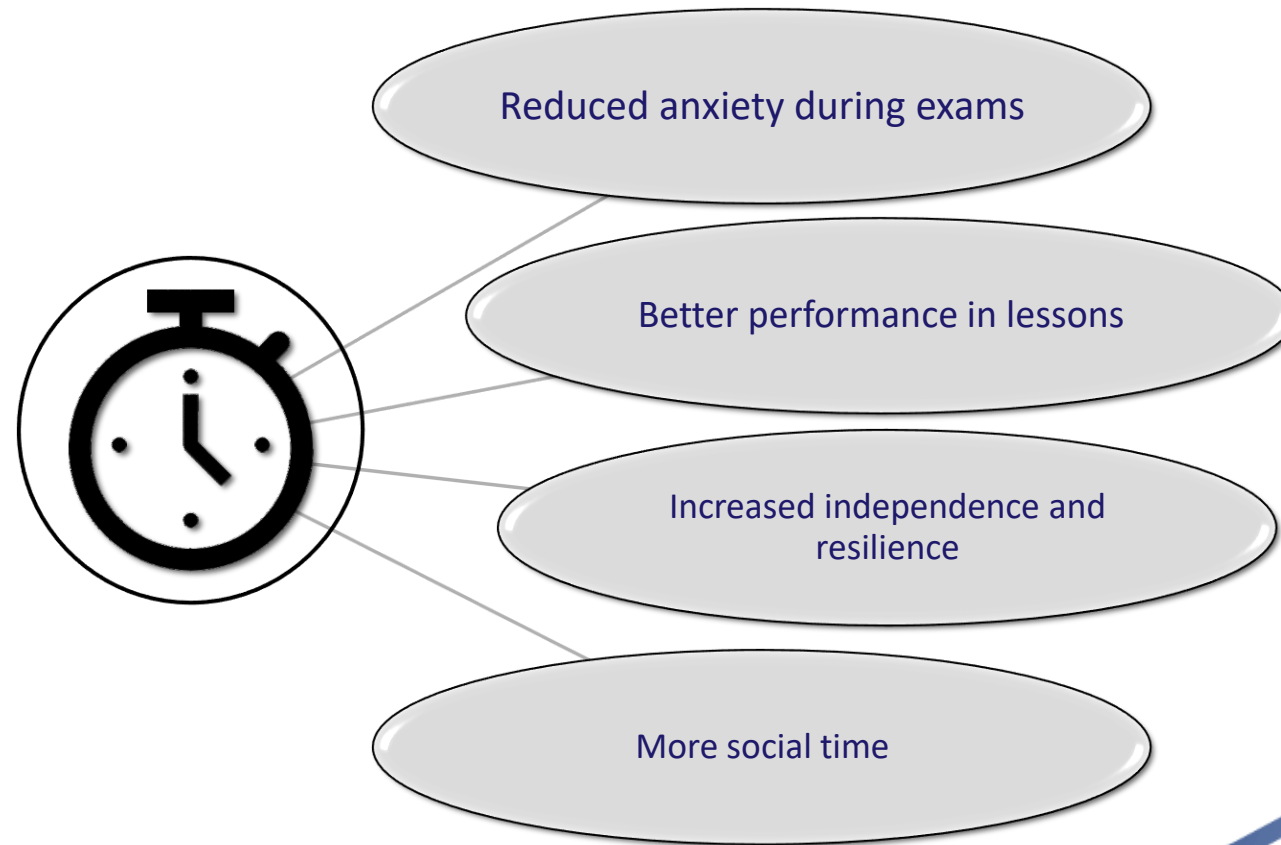
Watch this video

<https://www.youtube.com/watch?v=ETiwMTENG8g>

How many of you would like to have organisation and time skills like the first person?

How many of us feel though that life becomes like the contestants after a really short period?

What are the benefits of good time management?



During today's lesson you will be completing a sheet as you go to help you decide **when**, **where** and **how** you will work most efficiently to make the most of every second

What are the BARRIERS to good time management?



Write down the top 5 reasons why you might struggle to manage your time

Now with a family member or friend see if you agree on any points

Decide on your top 5 most common reasons for not being able to manage your time effectively

HELP!!! What can we do??

Identify the “best time” for studying

- Morning versus night person - which are you
- High and low periods of concentration - when do YOU prefer to work?

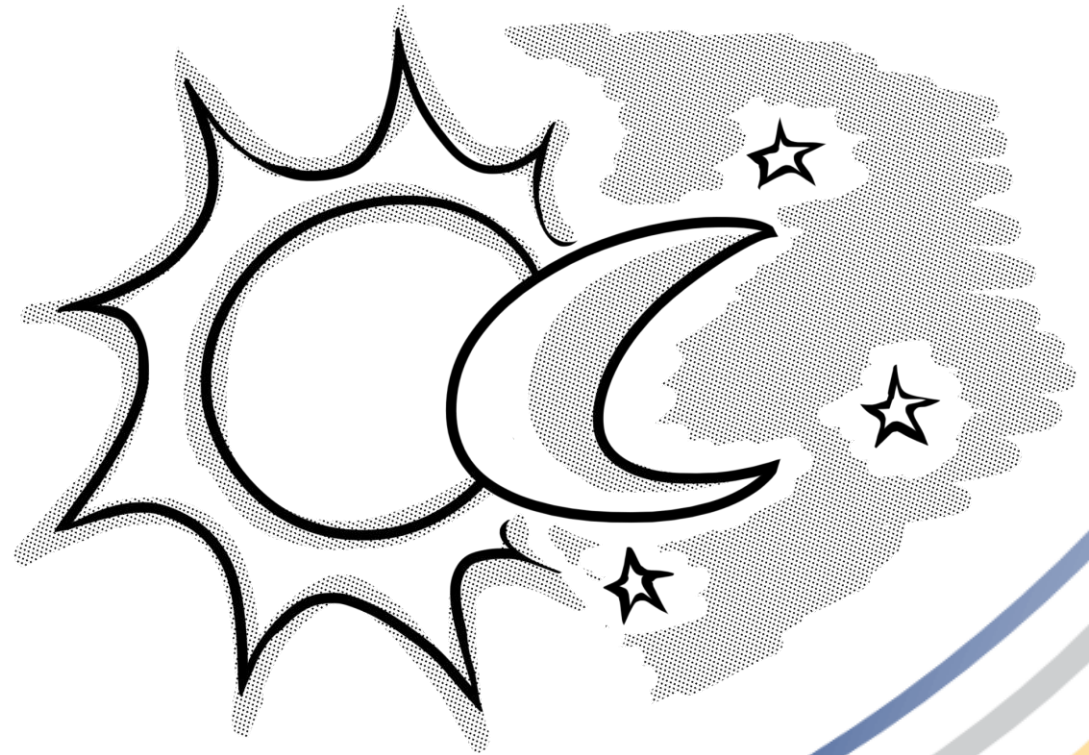
Surroundings are conducive to studying.

- Reduce distractions
- Choose quiet areas

Time Management Tips

Study difficult subjects first. WHY??

- Process information better
- Save time
- Implement short breaks
- You will be more efficient



Time Management Tips

Sleep and eat properly.

- Healthy breakfast
- Do not skip meals
- Sleep 7 to 8 hours



Time Management in Class

Consider having a notebook and each day write down every task you get given then take 5 mins at the end of the day to put this into a schedule / diary / calendar.



DAILY
PLANNER

Use the PiXL Power to Perform planner to help
until you get the hang of things



If you haven't already done so fill in the rest of the sheet.

**WHAT 3 THINGS ARE YOU GOING TO CHANGE THIS WEEK
IN ORDER TO HELP YOU BECOME BETTER AT A MANAGING
YOUR TIME?**