

# Time Management

**Learning Outcomes** - On completion of this activity the student will be able to:

- Consider how they have managed their time previously.
- Create a time tracker.
- Write down weekly tasks in a time management matrix.
- Evaluate and prioritise tasks.

**Estimated Time** – The time estimated for this activity is 20 minutes

**Introduction** – In all aspects of your life it is important to effectively manage your time. Now you are at college/university it is necessary to plan how to fit the additional study time you need to allocate outside of your timetabled classes into your weekly plan. Ask yourself the question, if you could find 60 more minutes per day to study, where could that time come from? If you can find 60 more minutes a day then you will give yourself 7 more hours per week. That's one more working day! If 60 minutes seems too long, think about finding 4 separate 15 minutes blocks. There are (96 x 15) minute blocks in every day.

**Instructions to Students** – Creating a Time Tracker

Create a method to record your 15 minute time blocks. You can print out a template from [www.saveanhour.co.uk](http://www.saveanhour.co.uk) Capture everything you do for 7 days in 15 minute blocks. Review your Time Tracker to find 4 separate 15 minutes blocks per day so that you can gather together enough hours to create your 8 day week.

When classes begin, you might find it useful to do some weekly planning. Write down all the tasks and goals you have to achieve at the start of each week. Have a look at the time management matrix below. Any task that you have to do should be evaluated in terms of where it fits into the time management matrix.

Too much time spent on tasks that are not urgent and not important could be a sign that you are procrastinating. You should try to prioritise tasks that are important and get a balance between those that are urgent and those that are not urgent. If too much of your time is spent on tasks that are important and urgent then you are fire fighting. Lurching from crisis to crisis is not effective time management and can cause burn out. You need to be able to respond to a crisis but always reflect on if it needed to become a crisis. Better planning will reduce the number of crises in your life.

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>		
<b>Not Important</b>		

