



## IOC ATHLETE CAREER PROGRAMME

# ACTIVE WAYS TO STUDY EFFECTIVELY

### What is the purpose of the following fact sheet?

The following factsheet will assist athletes to explore active ways to study effectively. It will help if you are able to start using and practising active study methods right from the start – this way, the skills will become automatic, a normal part of your study routine.

### Basic skills

**Summarising topics at the end of each module, topic or chapter:** This will help you to think clearly about the information and gain a better understanding of the concepts involved. It will also provide you with a quick review of the information covered. You can make summaries and develop a list of key points that can be stored for revision purposes. Think about using a mind map or a diagram summary as well.

**Reading actively:** Most of your reading should include some additional action like taking notes, underlining or highlighting. You may want to think about reading quickly or “speed reading” to get an overview before you read word for word. If you have a unit or module outline you may find it useful to ask yourself questions that you can answer as you read.

**Practise drawing diagrams:** For many athletes, the use of diagrams or visual aids is a very useful tool to assist learning and remembering. The more visual something is, the more effective a learning tool it could be.

**Say things aloud:** Each time you go over material, you are helping to place information in your long-term memory. Self-talk, explaining the material covered as well as talking to people including your teachers, lecturers, other students and friends about what you are studying, will also help you to gather information and have a clearer understanding of the topic.

**Develop definition and formula cards:** Put the word or formula on one side of a small card and its definition on another. This process can also be helpful for learning vocabulary.

### Pre-reading activities

Pre-reading activities is like practice or training for your sport. It allows you to prepare and be ready to perform by bringing some knowledge of what is ahead. Have on hand a piece of paper or a notebook for information you will need (formulae, acronyms, key words and definitions). It will be useful to ask yourself questions: what, when, where, why and how to start the understanding and learning process.

### Post-reading activities

Condense main points into summaries – try a mind map summary or a diagram to explain what you have covered. Talking to teachers, lecturers, other students and friends will also help you consolidate what you have covered.



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# ORGANISING YOUR STUDY FOR SPORTS COMPETITIONS

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As an elite athlete, you need to plan ahead and build relationships with all the people who may be able to assist you. This may include your coach, team manager, teacher, lecturer or family and friends, particularly in times of competition and travel for competitions during the term or semester. The following is an outline of the types of issue that need to be addressed when preparing for this.

### Start early

As the term or semester starts, it is important that you have a clear understanding of your sporting commitments for the semester/year. Although this can change along the way, early preparation can ensure that you can have a clear picture of the type of support that you may require from your sport, teacher or lecturer.

### Know your school or university commitments

As soon as your subjects/units/classes for the semester have been finalised, draw up your timetable and compare it with your sporting commitments. Some lecture and tutorial times may be offered at various times during the week, so ensure that you select the ones that are most preferable for your commitments. As there are often cut-off dates for signing up for lectures and tutorials, it is important that you get in as early as possible to ensure that you get the times you need in order to make your timetable work for you. Your sporting commitments should be available from your coach or team manager.

### Identify clashes in times or busy times (hotspots)

If you are forced to miss lectures or classes as a result of your sporting commitments, it is important that you can still access all the information. This may include searching on-line options or podcasts for lecture or class notes, obtaining readings in advance of lectures or classes, or adopting a buddy system with someone in your lecture or class to get a copy of the notes. Planning and communication is the key to success.

Ensure that you are aware of expectations of tutorials in terms of participation and possible assessment tasks. Many tutorials have some assessment component attached to them, whether it is in the form of an attendance mark, participation mark, or regular assessment tasks. Ensure that you address these issues and identify alternative options that may be available to you, including: a change of assessment weighting, ability to miss a small number of tutorials, availability to complete assessment tasks early/late, etc.

With many sports, the busy time of the year quite often clashes with exam blocks and assignment tasks. It is important that you flag these issues and research alternative options available to you, which may include: sitting exams away from your school or university, changing dates for exams, changing dates for assignments, changing the weighting of these assessment pieces to others, etc.

## **Make contact early**

Early contact with the lecturer/teachers will ensure that they are advised with a sufficient timeframe to make allowances or other arrangements for you. It is also important that you have thought through this process and try to identify some solutions, rather than just problems. By demonstrating that you have thought through the process, school or university staff will be much more likely to take a supportive role in your needs.

## **Seek assistance**

Remember you have a support team to assist you. This is not only teachers and lecturers but also coaches, team managers, family and friends.

## **Maintain contact**

Keeping in regular contact with your all your support team. This will help to build good relationships and allow your support team to assist. BE A GOOD COMMUNICATOR.

# IOC ATHLETE CAREER PROGRAMME

## STUDYING WHILE ON TOUR

### What is the purpose of the following fact sheet?

As an elite athlete you will be required to travel or tour to compete in your sport. This travel may come at a time when your other education commitments are at a high level. It is important to be organised and know what can be done before your departure and what will be needed to be completed on return. Below are a number of questions which will assist you to plan your trip/tour as regards your study.

### Your first decision is to know if you need to study while on tour

- What sort of tour is it?
- How long will the tour be for and how much down time will there be?
- What else do you have to do while on the tour – how much pressure are you putting on yourself?
- What can you do before you do to make it easier?
- Can you select the tours you do study on?

### You will need to be motivated to ensure you will study whilst away

- What will motivate you?
- Know your support base before you go.
- Ensure you are not taking on too much.
- Break down tasks into achievable chunks.
- Do you have a realistic go.

### Be prepared and plan for you travel

- Overall plan.
- Calendars and planners.
- Plan your time wisely (time of day as well as amount of time available).

### Find a good place to place (room etc.) for you to study

- Best places to study.

## Study Hints and Tips

- Do the hard stuff first.
- Break down work into chunks.
- Devise a plan.

## Make sure you organise any technology needs (computer etc.) before you leave

- Enquire what service you will have for your computer while you are away.
- Corresponding with teachers/lecturers.
- Useful search engines.

# IOC ATHLETE CAREER PROGRAMME

## NOTE-TAKING SKILLS

### What is the purpose of the following fact sheet?

The following fact sheet on note-taking is designed to help you organise your notes. It also includes tips on developing mind maps, reviewing and organising your notes and using abbreviations.

### Identifying your notes

When taking notes, it is important that you clearly understand what you have recorded. The following are tips to help you in note taking:

- Of importance for future referencing of bibliographic details.
- For lectures, record the unit, the name of the lecturer, the date and title of the lecture at the top of the first page, and number and date following pages.
- For printed material, record the bibliographical details you may need later when you use the notes for your essay. The author, title, place of publication, publisher, editor and year of publication must be clearly recorded at the top of the first page. Next to each key point or direct quote, place the exact page reference.

### Organising your notes

In order that notes are easy to understand and easy to retrieve, they should be:

- Systematic – use a clear layout with main and sub-headings clearly differentiated.
- Well spaced for visual ease and easy recall, and set out on suitably sized paper.
- Use one side of paper only; use the other side for additional information.
- In point form, based on key phrases and using abbreviations or your personal shorthand system.
- Organised and structured by using lettering, numbering, highlighting, colour coding, underlining, capitals/brackets, boxes/circles, etc.

### Mind maps

The use of mind maps will help you follow the theme of the work and also revise the material at a later date. Here are some tips for developing mind maps:

- The theme or main idea is written in the centre of the page with supporting points and details radiating outwards.
- This visual characteristic will help in recalling the information given in the lecture, identifying and linking the main ideas and points.
- Great prompt for exam purposes (especially if different colours are used).

## After the lecture – review your notes

After the lecture or lesson, it is a good idea to review your notes. Ideally 10 minutes after the lecture, but, if that's not possible, no later than that night, review and check over your notes this way:

- Make sure they make sense and are easy to understand.
- Organise them by using colour coding, underlining, highlighting and numbering.
- Add comments/ideas of your own.
- Write a summary to further reinforce your learning.
- Fill any parts you have missed by talking to your classmates or lecturers.
- Follow up on information and/or references mentioned in the lecture while it is still fresh in your mind.

## Organise

Organise your notes into a filing system immediately after reviewing them. Loose leaf binders or a system of manila folders allows you to add additional information or ideas easily during your editing process.

## Abbreviations

Use abbreviations whenever you can; it will help you keep pace with what the lecturer or teacher says.



# IOC ATHLETE CAREER PROGRAMME

## SIMPLE DEFINITIONS OF TASK WORDS OR INSTRUCTIVE KEY WORDS

### Compare

Look for similarities and differences in the content of subject matter.

- The two topics to be compared must be analysed.
- Points of comparison (likenesses) should be identified.
- The degree of likeness should be evaluated.
- Evidence supporting the evaluation should be presented.

### Contrast

- Look for the differences in the content/subject matter.

### Comment

- Express an opinion on the issue that forms the basis of the topic or question. Such opinion should draw upon evidence both supporting and opposing the proposal, with your preference clearly stated.

### Criticise

- Evaluate the merit of theories, opinions and the degree of truth observed, and support your judgement by the evidence you have from the subject matter.

### Define

- Explain precisely the meaning.

### Describe

- Give an account of and describe the topic.

### Analyse

- Investigate and explain the nature of the components, definitions or concepts of a question or topic and explain the way they are interrelated. Also discuss the strengths and weaknesses of the definitions and concepts.

### Discuss

- Present the different aspects of a situation or issue – present the pros and cons. Very similar to “analyse”.



## Evaluate

- Make an appraisal of the worth of something in the light of its application, usefulness or truth. Again, similar to “analyse”.

## Enumerate

- List facts or items.

## Explain

- To make plain or clear, to advise the meaning, to interpret.

## Illustrate

- Use a figure, diagram, or examples to explain what you mean.

## Examine critically

- Act as a judge, appraise or analyse.

## Interpret

- Explain the meaning of, usually giving your own judgement as well.

## Justify

- Give adequate grounds or examples from the subject matter to support your position or conclusions.

## Outline

- Give the important facts of a subject.

## Relate

- Tell or show how some facts are related to others.

## Review

- Make a survey, examining the subject critically.

## State

- Present a brief, clear form.

## Summarise

- Give a concise account, omitting details or examples.

## Write Brief Notes

- Write brief, clear notes.

# IOC ATHLETE CAREER PROGRAMME

## STOP PROCRASTINATING

### What is the purpose of the following fact sheet?

The following fact sheet will assist you to stay positive and set priorities. Time is always important to athletes; therefore it is very important to make the most of what time you have.

### Have you ever said this?

- I'll wait until I'm in the mood.
- There's plenty of time to get it done.
- I don't know where to begin.
- I work better under pressure so I don't need to do it immediately.
- I've got too many things to do first.
- I'll do it when I get "around to it".

Some athletes believe they must turn in exemplary work, or may even wait until all available resources have been reviewed or endlessly rewrite draft after draft. Worrying about producing the perfect project could prevent you from finishing it on time. Some athletes will avoid the unpleasantness of having their skills put to the test, but the more you delay, the worse the discomforting problem becomes.

### The following are a few tips to help you make the most of your time:

A good approach is to think:

- There's no time like the present.
- The sooner I get it done, the sooner I can do what I like.
- It's less painful to do it right now rather than wait until it gets worse.

It is important to:

- Set clear goals – Think what you need and want to get done.
- Stay positive – Jumping to negative conclusions will make a wall of fear and make it harder to start the tasks. Focus on the present and what positive steps you can take toward reaching your goals.
- Set priorities – Draw up a list, write down the things that need to be done and rate them in terms of importance. Break projects down to the smallest and most manageable sub-parts, worst first - Set a goal for the next five minutes to work - often you end up doing more than five minutes work because you get into the task and lose track of time. This is a great way to start something unpleasant.
- Get organised by listing the tasks of the day or week realistically, check off the tasks you have completed. Have all materials ready before you begin the task.
- Like sport, study requires commitment. It may help to write yourself a contract and sign it.
- **Reward yourself.**

## Study Hints and Tips

- Do the hard stuff first.
- Break down work into chunks.
- Devise a plan.

## Make sure you organise any technology needs (computer etc.) before you leave

- Enquire what service you will have for your computer while you are away.
- Corresponding with teachers/lecturers.
- Useful search engines.

# IOC ATHLETE CAREER PROGRAMME

## TIME MANAGEMENT

### What is the purpose of the following fact sheet?

The following fact sheet will help you to start to manage your time effectively and set goals.

Time management skills are essential skills for effective elite athletes. Athletes who master these techniques routinely are the highest achievers, even under intense pressure, in all walks of life, from sport to business.

Firstly it is important to identify and concentrate on the things that matter most. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.

How often do you find there's just never enough time in the day to get everything done, from training and practice to study and work or even for family and friends? When you know how to manage your time you gain control. Rather than busily working here, there and everywhere (and not getting much done anywhere), effective time management helps you to choose what to do and when.

### Try this quick quiz

**Instructions:** For each question tick the column that most applies to you.

	Never	Rarely	Sometimes	Often	Always
Do you successfully prioritise your tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you complete tasks as soon as you can and not leave things to the last minute or need to ask for extensions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan, prioritise and make 'To Do' lists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how much time you spend on each task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find yourself successfully dealing with unexpected interruptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set and regularly adjust your goal settings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you allocate ME time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give the tasks a value of "important", "not important", "would be nice", etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When you are given an assessment item do you note the importance and weighting of the item and allocate time accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always get everything done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you happy with your time management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Now add up the ticks in each of the columns. The answers and totals to the questions will now give you some insight into the areas where your time management skills may need attention.**

To start managing time effectively, you need to set goals. When you know where you're going, you can then figure out what exactly needs to be done, in what order. Without proper goal setting, you will not make the most of your time and will be faced with conflicting priorities.

Athletes tend to neglect goal setting outside sport because it requires time and effort. What they fail to consider is that a little time and effort put in now saves an enormous amount of time, effort and frustration in the future.

Prioritising what needs to be done is especially important. Without it, you may work very hard, but you won't be achieving the results you desire because what you are working on is not of real importance.

Most athletes have a "to-do" list of some sort. The problem with many of these lists is they are just a collection of things that need to get done. There is no rhyme or reason to the list and, because of this, the work they do is just as unstructured. So how do you work on To Do List tasks – top down, bottom up, easiest to hardest?

To work efficiently you need to work on the most important, highest value tasks. This way you won't get caught scrambling to get something critical done as the deadline approaches.



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### Know your school or university commitments

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## IOC ATHLETE CAREER PROGRAMME

# KEEPING IT TOGETHER WHEN THE PRESSURE INCREASES

### What is the purpose of the following fact sheet?

When the pressure in life increases, we tend to let some things slip. At times, this happens without even noticing, things soon become major issues and everything starts to become too much.

**Keeping things in balance** - It is important as an elite athlete to look ahead and plan your day, week, month or year. It is also important to be positive and realistic about what you can achieve. It is also important to:

- Know your own capabilities and areas for further development
- Understand expectations and the benefits of teamwork, and
- See the people around you as helpers, guides or mentors.

We may not all agree that things need to be done the same way, that one way has more advantages than another, but what we can do is change the way we think and behave in response to our ever-changing environments.

This process starts with the active choice to take control of our lives, and identify what is important to us.

### Activity 1

#### Finding the balance

Sport, career, education, money, health, family, friends and others, as well as, "Me" time are all important areas of the life of an athlete.

Instructions: Rate your current situation, in each of the seven vital areas, from 1 ("terrible") to 10 ("perfect"). After you have rated your current position in each area, highlight what is going well and what may need attention.

Example:

Sport	9	
Professional Career	2	Needs attention
Education	3	Needs attention
Money	2	Needs attention
Health	7	
Family & Friends	3	Needs attention
ME time	3	Needs attention

Now you have identified areas that may need attention, you can adjust your plan to change your balance.





## IOC ATHLETE CAREER PROGRAMME

# THINGS TO DO – SNAPSHOT OF ATHLETE COMMITMENTS

### What is the purpose of the following fact sheet?

It is important to have an idea of all your commitments, including both sport and education/work commitments. Below is a table to help you take a snapshot of what is in front of you. This table can be added to and deleted from as your commitments change. Also you may have a commitment which is not highlighted in the table, so just add the commitment to the other area at the bottom of the table.

Once you are happy that you have identified all of your commitments you can transfer important dates to the planning templates available on this website.

AREA	COMMITMENTS
Sport	.....
School/University/Study	
Work	
General	
Other	

# IOC ATHLETE CAREER PROGRAMME

## GOAL-SETTING

### What is the purpose of the following fact sheet?

Goal-setting is like a map – the big-picture goal is the destination, Goals should be straightforward and emphasise what you want to happen. Goal-setting will give you direction and help with your motivation, as well as increasing your satisfaction and self-confidence in your performance. The map will help you track your development towards reaching your full potential.

As an athlete, you will need to know where you are heading. A way to help you remember the make-up of effective goal-setting is to use SMART goals:

- **S**pecific
- **M**easurable
- **A**ction
- **R**ealistic
- **T**ime limited

### Specific

Help us to focus our efforts and clearly define what we are going to do. Specific is the what, why, and how of your map.

The “what” section of your map is an outline of what you are going to do. When designing this section, use action words such as direct, organise, coordinate, lead, develop, plan, build etc.

The “why” section of your map covers why it is important for you to do this at this time. In simple terms, it is what do you want to ultimately accomplish.

The “how” section of the map is your plan of how you are going to do it. Ensure the goals you set are very specific, clear and easy. Instead of setting a goal to break a world record, set a specific goal to do a personal best on a number of occasions heading towards the record.

### Measurable

If you can’t measure it, you can’t manage it. In the broadest sense, the whole map is a measure of what you would like to achieve; if the goal is accomplished, there will be success. However, it is beneficial to set measurable progress points along the way. Choose a goal with measurable progress, so you can see the change occur. Be specific! “I want to improve my personal best by the end of next month.”

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to the continued effort required to reach your goals.

### Action

When you identify the goals that are most important to you, you begin to figure out ways you can make them happen. You develop the attitudes, abilities and skills needed to reach them. You probably will not be able to commit to goals you set which are too far out of your reach. Although you may start with the best of intentions, the knowledge that it’s too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best. A goal needs to stretch you slightly so you feel you can do it, and it will need a real commitment from you. The feeling of success which this brings helps you to remain motivated.

## Realistic

Realistic, in your map, means “do-able.” It means that the learning curve is not a vertical slope and your plan includes all the factors that are needed to achieve your goal – including your progress goals (sometimes known as short-term goals).

Devise a map or a way of getting there which makes the goal realistic. The goal needs to be realistic for you and for where you are at the moment. A goal of being a world champion without the training, competition and hard work will not be realistic.

Be sure to set goals that you can attain with some effort! If they are too difficult, you set the stage for failure, but setting them too low sends the message that you aren't very capable. Set the bar high enough for a satisfying achievement!

## Time limited

Set a timeframe for the goal: for next week, in three months, by the end of the competition season, etc. Putting an end point on your goal gives you a clear target to work towards. If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now. Time must be measurable, attainable and realistic.

Everyone will benefit from setting goals both on and off the sporting arena.

## Goal-setting tips:

- Write your goals down
- Set short-, medium- and long-term goals
- Set a combination of sport and life goals
- Visualise yourself achieving your goals
- Frequently review your goals
- Always reward yourself when you achieve a goal.



# IOC ATHLETE CAREER PROGRAMME

## SCHEDULING

### What is the purpose of the following fact sheet?

For athletes, having a plan and knowing how to prioritise is one thing. The next issue is understanding what to do to minimise the interruptions you face during your day. There are phone calls, information requests, questions from other athletes, family or friends, and a whole host of events that crop up unexpectedly. Some do need to be dealt with immediately, but others need to be managed.

“I’ll get to it later” has led to the downfall of many good athletes. After too many “laters”, the tasks pile up so high that any task seems insurmountable. Procrastination is as tempting as it is deadly. The best way to beat it is to recognise that you do indeed procrastinate. Once you know why you procrastinate, then you can plan to get out of the habit. Reward yourself for getting jobs done, and remind yourself regularly of the horrible consequences of not doing those boring tasks!

### Scheduling

Much of time management comes down to effective scheduling of your time. When you know what your goals and priorities are, you then need to know how to go about creating a schedule that keeps you on track, and protects you from stress.

This means understanding the factors that affect the time you have available for training, travel, competition, studying and work. You not only have to schedule priority tasks, you have to leave room for interruptions, and contingency time for those unexpected events that otherwise cause chaos with your schedule. By creating a robust schedule that reflects your priorities as well as supports your personal goals, you have a winning combination: One that will allow you to control your time and keep your life in balance.

Time management is an essential skill that helps you keep your work under control, at the same time that it helps you keep stress to a minimum.

We would all love to have an extra couple of hours in every day. Seeing as that is impossible, we need to work in a smarter way on things that have the highest priority, and then create a schedule that reflects our work and personal priorities.

With this in place, we can work in a focused and effective way, and really start achieving those goals, dreams and ambitions we care so much about.

# IOC ATHLETE CAREER PROGRAMME

## PRIORITISATION

### What is the purpose of the following fact sheet?

Prioritisation is the essential skill athletes need to make the very best use of their own efforts and those of their team. It is particularly important when time is limited and demands are seemingly unlimited. This is the world of an elite athlete. It helps you to allocate your time where it is most needed and most wisely spent, freeing you and your team up from less important tasks that can be attended to later.

With good prioritisation (and careful management of de-prioritised tasks), you can bring order to chaos, massively reduce stress, and move towards a successful conclusion.

### Simple Prioritisation

At a simple level, you can prioritise based on time constraints, on the potential profitability or benefit of the task you're facing, or on the pressure you're under to complete a task.

- **Prioritisation based on your value or what you think you need to achieve.** This is probably the most commonly-used and rational basis for prioritisation. Whether this is based on a subjective guess at value or a sophisticated evaluation, it often gives the most efficient results. Yearly, monthly and weekly planners are available on this web site.
- **Time constraints** are important when other people are depending on you to complete a task, and particularly when this task is a critical part of an important project. Here, a small amount of your own effort can go a very long way.
- Also, you may have to link into other people's plans or requirements. This may be your coach, family or friends or your employer. Sometimes it is very important to consider these external factors.

### Prioritisation tools

While these simple approaches to prioritisation suit many situations, there are plenty of special cases where you'll need other prioritisation and time management tools if you're going to be truly effective. We look at some of these below:

1. **The Action Priority Matrix:** This quick and simple diagramming technique asks you to plot the value of the task against the effort it will consume. By doing this, you can quickly spot the "quick wins" which will give you the greatest rewards in the shortest possible time, and avoid the "hard slogs" which soak up time for little eventual reward.
2. **The Urgent/Important Matrix:** Similar to the Action Priority Matrix, this technique asks you to think about whether tasks are urgent or important. Frequently, seemingly urgent tasks actually aren't that important. And often, really important activities (like working towards your life goals) just aren't that urgent. This approach helps you cut through this.



# IOC ATHLETE CAREER PROGRAMME

## SENIOR SCHOOLING

### – ISSUES TO CONSIDER

#### **What is the purpose of the following fact sheet?**

The completion of senior schooling may happen at the same time as you are developing and progressing up the ranks in your sport. Schools now recognise that they need to be flexible in order to better cater for the needs of students. As an athlete, you may require some flexibility from your school. Below are some suggestions which may help you negotiate with your school. You should discuss your needs with your school.

#### **Senior school over an extended period of time**

Some athletes prefer to spread senior schooling over an extended period of time. This can suit some athletes, especially if they have a heavy training, competition or travel schedule. If you are interested in doing this, contact your school, advising them of your situation and asking for their support. There may be some other processes that can be looked at after this to finalise the procedure.

#### **Distance education/virtual schooling**

If you have a heavy travel component and think that it's unlikely that you'll be able to regularly attend school, you may wish to consider options through one of the Distance Education Centres. These offer a limited range of subjects through correspondence and on line.

#### **Home schooling**

Some countries have home schooling options with special permission from the Education Board in your country. Each country has a different system, see your school or Education Department for more information. This option is very challenging and requires support from your family and discipline from you.

#### **Special consideration**

You may be eligible for special consideration so it is important, as soon as the term or semester starts, that you have a clear plan of your sporting commitments for the semester/year. Although this can change along the way, early preparation can ensure that you can have a clear picture of the type of support that you may require from your sport, teacher or lecturer.

#### **Early entrance to university**

Some universities now include programmes where a student can gain early entrance to a course. More universities are starting to implement these programmes. Make inquiries with the university of your choice to gain additional information.



## IOC ATHLETE CAREER PROGRAMME

# SECONDARY STUDY

## – working with your school

### What is the purpose of the following fact sheet?

Your needs as an athlete are different from other students who are not elite athletes within your school. You may need to seek approval for time away from school to train or attend competitions, extra time to hand in work, or to sit exams at another time or place. It is important you build a good relationship with your school.

It is important to have a clear picture of your sporting commitments for the semester/year. Although this can change along the way, early preparation can ensure that you can have a clear picture of the type of support that you may require from your sport, teacher or school.

### Be Reliable

Make sure that you deliver on your agreements as part of the support arrangement. If, for some reason, you cannot fulfil your obligations then make sure that you give the school plenty of advance notice and then offer an alternative solution.

### Be Professional

If the support comes to an end (either through reaching the end of school or because you need to change school) make sure that you finish in a respectful manner with at least a thank-you letter and perhaps a signed action photo, depending on the extent of the support you have provided.

### Be Proactive

Try to think about other ways in which you can provide value to your school. It will mean much more if you come up with ways to solve problems than if the school constantly has to come up with the ideas.

### Build a Portfolio

Keep a file of any newspaper/magazine articles that feature you so that you can show potential providers how you could bring them exposure.

### Media Exposure

If you're lucky enough to get any media exposure, make the most of it. Think about the people who helped you get there and remember to mention them. Make sure you keep a copy and give it to the school in case they didn't see it.

### Recognition

Sometimes it's also nice to write a thank-you letter or e-mail. If you get the chance to do any public speaking, it's always good to try and mention your supporters as well.

## Use Mailing Lists

Keep a personalised mailing list of the people that have supported you (scholarship/sponsorship providers, teachers, etc.) and keep them updated of your progress at your major competitions.

## Sporting Invitations

Keep the school in mind if you can gain access to any tickets or corporate tickets at local competitions. An invitation there can also provide some valuable goodwill. This may also apply for sporting functions that you attend, if appropriate.





# IOC ATHLETE CAREER PROGRAMME

## OLYMPIC ATHLETE RECEPTIVE UNIVERSITIES – OARU

### What is the purpose of the following fact sheet?

We have been delighted with the information we have gathered to date regarding university support to Olympic standard elite students/athletes. It has been exciting to see the extent of the current support that is available to athletes and also the commitment from some universities to accommodate the needs of Olympic standard elite students/athletes.

Where universities have already established successful strategies with **athlete receptive policies or even National Olympic Committees (NOC)** or other sporting bodies, such as International and National Federations (IFs/NFs), please make the most of this support network.

The value of combining both sporting and academic aspirations is well recognised across the university and sporting fraternities. The challenge now placed on both sectors is to identify and implement the necessary support systems to facilitate this.

From our experience, the type of flexibility required by the student/athlete is available within existing university policy documents and frameworks. However, the availability of these support systems is not widely known and not generally applied to the athlete population.

Athletes, therefore, must seek to highlight their specific requirements, and the flexibility and systems needed to create a supportive environment that is conducive to the achievement of academic excellence.

### Guiding Principles:

The guiding principles have been designed to assist in identifying and recognising an Olympic Athlete Receptive University. The guiding principles contain information and requirements pertaining to:

- Athlete support via a nominated university staff contact
- Flexible study options
  - Assessment-related needs: to fit in with your sport schedule
  - Enrolment-related needs: to take into consideration your commitment to sport
  - Course-related needs: to allow you to combine your sport and studying
- Course entry: understand and give credit for your commitment to sport
- Defining Olympic-standard elite athletes

**Of course, it is recognised that academic standards must and will be rigorously applied.**

### Defining Elite Athletes:

For athletes to access the support identified within the guiding principles outlined above, they must be identified and recognised by one of the following categories as an elite athlete:

- Olympian
- Youth Olympian
- Senior athlete competing at an international level
- Junior athlete competing at an international level

Note: the definition may also be extended to those athletes who are, for reasons of sports training and competition, unable to pursue a “normal life”.



# IOC ATHLETE CAREER PROGRAMME

## LOOKING AT STUDYING IN ANOTHER COUNTRY

### What is the purpose of the following fact sheet?

In today's sporting world, athletes move from country to country for a number of reasons, but generally with the hope of improving sports performance or taking advantage of different situations that will benefit them.

If you are considering studying in another country, a number of factors may influence your decision. You may favour a particular country because of the sporting opportunities that exist, or it may be as a result of the educational support that can be provided to you (for example – a scholarship to attend university). In these types of scenarios, it is important that you assess the situation and address a number of issues.

Some suggestions listed below may assist you in the decision-making process when looking at opportunities to continue with your sport and also to study in another country.

Part of your decision will be weighing up the cost/benefit equation. How much will this decision cost you in terms of family, home support, money, or personal sacrifice, and how much will you gain in terms of sports development, personal development, opportunities or lifestyle? These questions will help you to weigh up the options that you have so that you can make the best decision for your circumstances.

### What are you hoping to gain by studying in another country?

- Increase your sporting opportunities.
- Develop as an athlete
- Give yourself an opportunity to receive an offer to play professionally
- Continue your education
- Gain qualifications
- Learn to manage yourself
- Have a "life experience"
- Have financially-supported education
- All of the above

### Activity 1

Use this list and add to it, and then rank the items according to how important they are to you.

### What might you have to give up?

- Family and friends
- Current sporting environment
- Coach & team mates
- Development opportunities in your own country

## What sports-related information do you need to know about the other country's opportunities?

- Level of the team
- Current performance
- Knowledge of the coach
- The season
- Your role in the team
- Development focus of the team
- Team environment

### Activity 2

Once you have gained information on the areas above, you will need to decide what in the above areas is important to you. Rank the items in order.

## What information do you need when selecting an Institution?

- Location
- Possibility of aligning or transferring your current studies
- Campus facilities
- Size
- Type of institution/degrees offered
- Cost
- Availability of financial assistance
- Entrance difficulty
- Subjects taught
- Ranking and reputation
- Academic statistics of students
- Availability and cost of accommodation
- Academic facilities
- Types of sporting teams and athletic facilities

### Activity 3

It is always important to gather as much information as possible to help you decide what may be the best option for you. From the list above, gather as much information as possible and decide which of these are critical to your decision-making.

For assistance in this process there are a number of key people that you might want to involve. Your family and friends should be included in your decision-making process, as their support will be crucial for you when you are overseas. In addition, your coach may be useful in assisting you to weigh up the impact of such a decision on your development and training opportunities. However, in the end, the decision to study in another country will rest largely with you.

Studying in another country can provide you with a fantastic opportunity to not only develop your sporting experiences, but also to allow you to obtain an academic qualification, also providing you with the unique experience of living in another country. The first step in this process is to gather information as to how the decision to study in another country may affect the various aspects of your sport performance and life.



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# IOC ATHLETE CAREER PROGRAMME

## ATHLETE RELOCATION CHECKLIST

### What is the purpose of the following fact sheet?

At certain times in your sporting career, you may need to relocate from your home base. The non-exhaustive checklist below includes some of the issues you may face. You should also add any other issues that you see that may be specific to your relocation.

Below is a quick checklist of “things to do” before you relocate.

### Your coach

Have you discussed with your current coach (and your new coach) the likely education opportunities and risks associated with relocation for your sporting development?

### Your family

Have you raised any other queries or concerns that you have with your parents/partner, coach, team manager or significant others?

### School / University / Employer

Have you discussed with your school/university/employer how relocation will affect your school/university/work and what opportunities there may be at your new location? Have you inquired about how much spare time from your sports schedule you will have for studying or work?

### Living arrangements

Do you know where you will be living? Will this be for the short term, or longer? Will you need transport or are you able to access public transport to travel to training, physiotherapy, conditioning, school, university or work?

### Budget

Living away from home can bring some unexpected costs. Do you know how much money you will need to survive? Have you investigated any income support or allowances you may be able to access?

### Support

Do you understand the support networks you can access to ease the effect of the move on your sports performance, school, university or work? Also, do you know where to go to access this information?



# IOC ATHLETE CAREER PROGRAMME

## BUDGET PLANNER CALCULATOR

### What is the purpose of the following fact sheet?

It takes just 3 simple steps to find out how much more you can put away regularly to meet your goals sooner

1. Enter your current **income** and expenses in the amount column
2. Select the **frequency** that you spend or receive your money
3. Hit the **calculate** button to find out how much extra you could save (or if you are blowing your budget!!!)

You can try varying the amount you spend to see how it affects your savings dollars.

**Remember** - when you are finished with the planner today - print off a copy of your budget so that you can refer back to it next time.

### Budget Items

INCOME	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Net salary/Wages (after- tax)		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Bonuses (after-tax)		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Dividends/Income from Investments		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Interest		Select Frq	0,00 <input checked="" type="checkbox"/>	0,00
Other		Montly	0,00 <input checked="" type="checkbox"/>	0,00
<b>Total Income</b>			0,00	0,00

### Household Expenses

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Rent/Mortgage		Select Frq	0,00	0,00
Council Rates		Select Frq	0,00	0,00
Water Rates		Select Frq	0,00	0,00
Power and Heating		Select Frq	0,00	0,00
Telephone		Select Frq	0,00	0,00

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Mobile Phone		Select Frq	0,00	0,00
Internet Services		Select Frq	0,00	0,00
Child Care		Select Frq	0,00	0,00
School Fees		Select Frq	0,00	0,00
Motor Vehicle/ Transport		Select Frq	0,00	0,00
Loan repayments		Select Frq	0,00	0,00
Registration		Select Frq	0,00	0,00
Registration		Select Frq	0,00	0,00
Insurance		Select Frq	0,00	0,00
Petrol		Select Frq	0,00	0,00
Maintenance/ Repairs		Select Frq	0,00	0,00
Other Transport Fares		Select Frq	0,00	0,00
Other		Select Frq	0,00	0,00

## Food and Personal Expenses

EXPENDITURE	AMOUNT	FREQUENCY	MONTHLY	ANNUAL
Groceries		Select Frq	0,00	0,00
Clothing		Select Frq	0,00	0,00
Pharmacy		Select Frq	0,00	0,00
Health (Doctor, Dentist etc)		Select Frq	0,00	0,00
Health Insurance		Select Frq	0,00	0,00
Other Insurance (Life, Income Protection)		Select Frq	0,00	0,00
Entertainment		Select Frq	0,00	0,00
Holidays		Select Frq	0,00	0,00
Memberships (eg. Gym)		Select Frq	0,00	0,00
Gifts		Select Frq	0,00	0,00
Donations to Charity		Select Frq	0,00	0,00
Current Regular Savings		Select Frq	0,00	0,00
Regular Investments		Select Frq	0,00	0,00
Other		Select Frq	0,00	0,00
<b>Total Expenditure</b>			0,00	0,00

<b>Additional money that you could save</b>	<b>0</b>	<b>0,00</b>
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[Reset](#)



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# IOC ATHLETE CAREER PROGRAMME

## DAILY PLANNER

MON TUE WED THU FRI SAT SUN Date: \_\_\_\_\_

TIME	SCHEDULE
4am	
4.30	
5am	
5.30	
6am	
6.30	
7am	
7.30	
8am	
8.30	
9am	
9.30	
10am	
10.30	
11am	
11.30	
12noon	
12.30	

Commitments	Time

Things to do	Priority A B C D

Other things to remember	Time

TIME	SCHEDULE
1pm	
1.30	
2pm	
2.30	
3pm	
3.30	
4pm	
4.30	
5pm	
5.30	
6pm	
6.30	
7pm	
7.30	
8pm	
8.30	
9pm	
9.30	
10pm	
10.30	
11pm	
11.30	
12mid.	

Commitments	Time
	bkjbk

Things to do	Priority A B C D

Other things to remember	Time





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# IOC ATHLETE CAREER PROGRAMME

## WEEKLY PLANNER

	DATE	ACTIVITY	AM	PM
MONDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
TUESDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
WEDNESDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		

	DATE	ACTIVITY	AM	PM
THURSDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
FRIDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
SATURDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		
SUNDAY		Training/Competition		
		Work		
		School/University/Study		
		Leisure		
		Rest/Sleep		