

Thursday's Pete's Lecture

Time Management

18/09/25

Vladyslav Sharapov (Group B)

Votes:

Votes started for IDAD students: Lisa win... Basically she was the only one candidate to be class rep

Ben won to become the class rep with 20 votes for him

Have Plan

- Knowing where you are going and planning a route helps you get there
- Set yourself goals

Golas

- Start with Goals
- Create achievable target and continue update them
- Strat now
- Not later

Aspirations

- Earn enough
- Own nice house
- Have a good Hob
- Live a healthy life
- Enjoy life
- Release a Game
- Release an App

Long Term goals

- Be famous
- Own E.A.
- Work for Bungie/Riot/Nintendo
- Get creative Job
- Make games/art/apps
- Graduate 1st in class
- Graduate with a 1st
- Release product

Short Term Goals

- Be 1st in class
- Make a game & Draw a picture
- Get a 1st this game
- Release a Game

Create to-do list

- Create a list if achievable supporting your goals
- Start completing them
- Cross items of the list
- In order

Assigning priorities

- Without priorities list can be too big
- The to-do list is too big to be useful

Set your priorities because useless things will take you down

1. Urgent and important
2. Important
3. Urgent
4. Not urgent not important

1. Manage
2. Focus
3. Avoid
4. Limit

Time spent

-Min Max

Time Log

- 15 minute Intervals
- Fill on for a few days -> a week
- Fill in entries every hour or two

Analyse time bs priorities

- See what you are spending time on
- What should spend more time on?
- Less time on
- Important itmes include
- Sleeping, washing, eating, travelling. Without Tardis, exercise, socialising, chores? , relaxation, (working for essentials not iPhone)

Not Just study

- Re structure/write your notes
- Revision
- Do time tables

Distractions

- When you change task to do something else you lose time to re concentrate

"Either work or not don't half arse it" Pete

Deadlines

- Take control of deadlines
- Make your own

-Day early

-Week early

- Do your work in quadrant 2 not 1