



TIMEMANAGEMENT

WHAT WE WILL COVER

- Introduction to Time Management
- Detecting Difficulties in Managing your time
- Procrastination & Strategies to prevent it
- Planning Your Time
- Goal Setting/ To Do Lists

INTRODUCTION: WHAT IS TIME MANAGEMENT?

- Time Management is using the time available to you effectively in order to get the task done

TIME MANAGEMENT

- The leaving Cert is a long & difficult task
- To achieve your potential in the exam it is important to manage your time effectively by
 - Analysing your time
 - Keeping focus
 - Setting goals
 - Scheduling your time



DETECTING DIFFICULTIES IN MANAGING YOUR TIME

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- Discuss some of the difficulties you face when trying to manage your time.

DIAGNOSE YOUR DIFFICULTIES

- In order to manage your time more effectively it is important to analyse where you are wasting time.
- To do this we can utilise the R-A-C method
 - Record
 - Analyse
 - Change

R-A-C METHOD

- Check out this Video that shows you how to use the R-A-C method.
- [RAC Explained](#)
- and the handout that accompanies it!



PREVENTING PROCRASTINATION

WHAT IS PROCRASTINATION?

- ‘Procrastination’ means putting off a task you should be doing.
- So, for example, you need to get your homework done, but instead you make a cup of tea, then go on your phone, then have a chat with someone in the kitchen... 40 minutes later you haven’t even begun doing your homework.
- Check out this YouTube clip that gives a funny demonstration of procrastination in action. ["Tales of Mere Existence: Procrastination"](#)

WHY DO WE PROCRASTINATE?

- A task may be too unpleasant to face, or too difficult, or very tedious, or boring, or there simply may be so many other more interesting things to pull your attention away that you struggle to keep on track.
- Check out the youtube clip on [The Science of Procrastination](#) to find out more.
- This is certainly an issue in the digital age, when we all have smartphones in our pocket and a world of distractions at our finger tips.

STRATEGIES TO PREVENT PROCRASTINATION

- There are many strategies to prevent procrastination. Here is a list of effective methods
- 1. Take action. 2. Salami Technique. 3. Five minutes. 4. Work on related tasks. 5. Do the hardest bits first. 6. Set goals. 7. Make commitments. 8. Reward yourself for achievement. 9. Change subjects regularly
- See the handout for more detail.

3 STRATEGIES IN DETAIL

- Now we will take a closer look at three of the strategies to help prevent procrastination.
- 1. The Salami Technique
- 2. Making Commitments
- 3. Rewarding Yourself

THE SALAMI TECHNIQUE

- The salami technique involves breaking down the task to its smallest parts and then working through each of them in order until the task is complete.
- This is really effective if you have a big piece of work to do and you're finding it hard to get started.

THE SALAMI TECHNIQUE EXAMPLE

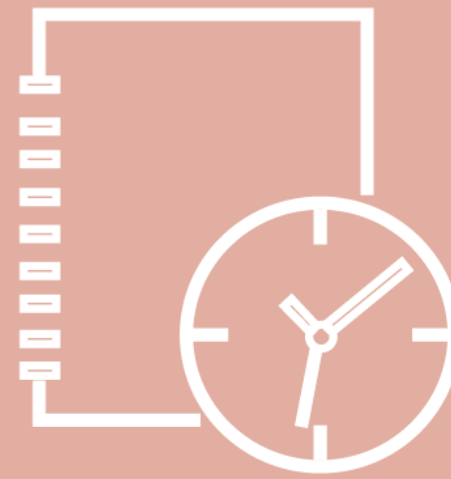
- If you have a comparative essay from your English exam paper 2014 to complete. You can break this down to
 - First analysing the question,
 - Then brainstorming your response.
 - From here you can make an outline of your answer,
 - Then write it section by section; for example intro, section 1, section 2, section 3, conclusion.
 - Lastly you can review and edit your answer.
- So what was a large task has become a much simpler sequence of small tasks that you work through one by one.

2. MAKING COMMITMENTS

- Research has found that students work best when they are given tight deadlines for projects and assignments; they achieve higher grades and experience less stress.
- If you are working on a large piece, such as studying towards the leaving certificate, you can give yourself deadlines to have different topics covered within a subject by specific dates.
- This will help keep you on track and make sure you cover ALL of the material for a subject in time for the exams.

REWARD YOURSELF

- Study doesn't have to be all pain no gain! When you get a piece of work done effectively without wasting time you should reward yourself with a cup of tea, a chocolate biscuit, a quick break from the books.
- Having this reward at the end of the task will keep you motivated towards completing it.



PLANNING YOUR TIME

PLANNING YOUR TIME

- In order to use your time effectively, it is necessary to plan it out.
- By knowing what you have on in a given week, you can plan around your commitments to make space for homework and study.

YEAR TIMETABLE

- The first step is to know what you have on for the year. This will help you plan what pieces of work to concentrate on at different periods of the year.
- If you are doing a practical subject such as music you will need to prioritise your practice before the practical exam which takes place before the written exam.
- Similarly, you'll have to put time towards your aural language exams at that time of year.
- You can use the worksheet for this topic to write in all the pieces of work and exams etc you have over the course of the year.

WEEKLY TIMETABLE

- The final step is planning out your individual week. Planning your week by marking off the times when you are busy is a vital step to using your available time as effectively as possible.
- Use the weekly timetable worksheet for this topic to mark off the hours you are busy this week.
 - Include school, part-time work, sports, socialising.
- **BE REALISTIC.** Highlight the hours you are free to get some study done.

WEEKLY TIMETABLE

- Remember that aiming to study for 4/5 hours at a time isn't very productive. You become too tired to be effective in your learning.
- Try to study for a block of no longer than two hours at a time, with breaks during this period.
- Most people can only concentrate for about 20-25 minutes at a time. So, for example, if you're studying for an hour, this should be broken into two 25 minute periods with a five minute break in between.
- Divide your study aims up into 25 minutes chunks, to work through them one by one! You can always use a timer to help keep you on track – all smartphones can provide this function.

WEEKLY TIMETABLE

- When you have found your available study time you can plan out what you are going to do during these times by creating a SMART goal to-do list and then putting the goals from the list into the available study period.

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
16.00	Eng paper 1 2012 section 1 qs a						
17.00	Macbeth mind map of character traits						
18.00	Dinner						
19.00	Read chptr 3 How Many Miles to Babylon + make notes						



GOAL SETTING

GOAL SETTING

- When you're studying, the temptation can be to maybe retreat to your bedroom for hours on end and state generally that you're 'studying'.
- What exactly does 'studying' mean though?
- Studying needs to be broken down into specific goals and targets.
- Chunks of work that you want to achieve within a given time frame.

SMART GOALS

- The best goals are SMART goals. SMART stands for
 - Specific – Measurable – Actionable – Relevant – Time bound.
- Check out the youtube clip under this topic on how to create SMART goals.
- An example of a SMART study goal would be ‘Read chapter 3 history textbook, create mind-map of key points in one hour.’
- Clip: <https://www.youtube.com/watch?v=1-SvuFIQjK8>

TO-DO LISTS

- A great way to plan out your SMART goals is to create a To-Do list.
- A To-Do list is a very simple device – you just list all the things you have to do on a given day or perhaps week.
- The key to creating an effective to-do list is that each item on your list will be very specific – just like a SMART goal.
- Check out the youtube clip under this topic on how to create an effective To-Do list.

TO-DO LIST EXERCISE

- Take some time now to create a To-Do list using SMART goals for maybe what you have to do tomorrow or even over the course of the next week.
- Now looking back at your available study time in your weekly timetable you can put the SMART goals from your To-Do list into the available study periods
- As you work through each of these tasks now you can tick them off, safe in the knowledge that you're taking charge of your time management.