



TIME MANAGEMENT SKILLS 2



“Time management concerns pacing yourself. It’s a bit like running a marathon rather than a sprint. You need to realise you are in for the long haul.”

Flanagan C. and McGee J. (2018) *EPQ Toolkit for AQA* , Cheltenham: Illuminate Publishing

One of the biggest changes from studying for GCSES to sixth form and beyond is managing your time effectively so that you can balance a healthy lifestyle and potential employment with fulfilling your potential in your studies. Getting it wrong is very common but can be avoided with planning and forethought and, even if you have to alter your plans, the effort you have put into defining your tasks and prioritising your activities will pay dividends.

AS A REMINDER...

WHAT TIME DO YOU HAVE AVAILABLE?

- Find a way of scheduling that works for you: paper diary/electronic calendar/whiteboard
- Plan in your studying: when do you work best? Get up early or go to bed late
- Take time off! Make sure you socialise, sleep (8 – 10 hours) and exercise
- Allow longer than you think to complete tasks
- People who think that being last minute makes them works better for them are, I’m afraid, kidding themselves! Unfortunately, rushing leads to errors.

Why do a to-do list?

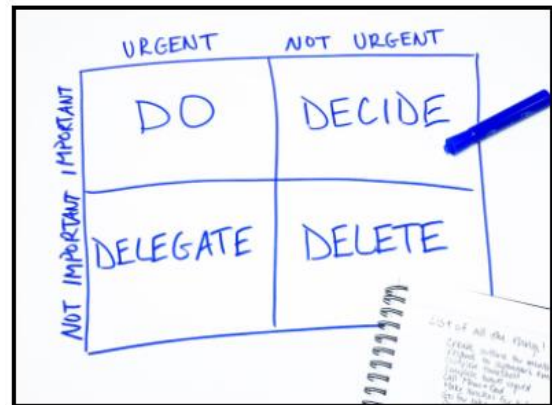
- Focus your mind on important objectives
- Don’t forget
- Order your thoughts
- Decide on priorities: the most important and the most urgent
- Less likely to become side-tracked
- Feel more in control
- Get the reward of seeing progress as you complete things on the list
- Always know what needs working on

TO-DO LISTS

How to record it?

- Identify each individual task
- Break into smaller tasks, which are preferably no more than 1 hour to do
- Think about how long it will take
- Note when it is due by
- Be as specific as you can: so not “do 45 minutes maths”, but “attempt all the questions in section A”

Prioritise: The Eisenhower matrix



To consider:

Identify activities that involve working with other people and those which involve accessing information resources.

Be aware that you need to build in additional time to allow for materials not being available or delays

Always build in some flexibility to allow for the unexpected.

- App on phone or laptop
- Whiteboard
- Pen and paper
- Wall planner

Whatever works for you!

Don't forget to update it daily

Reference:

Productive Person (date). *Eisenhower Matrix for Students – How to be More Productive*

Available at

<https://aproductiveperson.com/eisenhower-matrix-for-students-how-to-be-more-productive/> (Accessed June 2021)

“Every minute spent in planning saves as many as ten minutes in execution.”

– BRIAN TRACY



The Pomodoro Technique

The Pomodoro Technique is a time management technique where you break down all of your tasks into 25 minute blocks of focused time. Between each time block, there is a five minute break. And after completing four Pomodoros, you allow yourself a longer break – usually 15 to 30 minutes.

The idea behind this strategy is for you to completely focus on one task at a time (writing, for instance) without shifting focus or multitasking whatsoever. You set a timer to help with this and simply ignore the urge to stray. That means no checking email, hopping on social media, answering texts or engaging in any kind of distracting activity. You're in the zone and completely focused.

HOW IT WORKS

- Plan your studying
- Set a timer
- Minimize your distractions
- Short break
- Repeat
- After 4 pomodoros take a longer break

WHY IT WORKS

Reduces procrastination
Fully engaged
Maintains Energy
Reduces distractions

To Consider

“25 mins” isn't set in stone: this one comes down to finding what works best for you with a little experimentation.

Breaks: What you do in your breaks matters. If you can, try to avoid anything your brain will find too distracting. That means avoiding checking your phone or turning on the TV if you can help it! Instead, try going for a short walk, making a cup of tea, looking out of the window and taking in the beautiful details of a tree or flower, or doing a few press-ups.

Respect the timer! When the timer rings, that's it! Stop work, even if you're convinced that a couple of extra minutes would finish the task.

Dealing with distractions: Internal distractions - just write it on a separate note. External distractions - turn off your phone, shut the door, tell people you are working

References

Writer, G. (2021) '7 Time Management Tips For Students'

Available at: <https://www.topuniversities.com/blog/7-time-management-tips-students> (Accessed: 17 July 2021)

Scott,S(2022). The Pomodoro Technique: 25-Minutes to Increase Productivity Available at <https://www.developgoodhabits.com/pomodoro-technique/> (Accessed September 2022)