

Time Management Tips

FEELING OVERWHELMED?

These proven strategies can help you manage your time and feel less anxious when you study for exams.

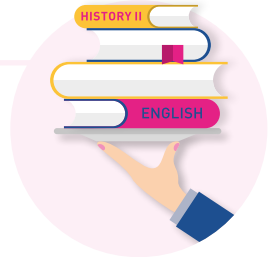


STEP 1: BLOCK OUT YOUR TIME

Before you can manage your time, you need to know how much you have. This includes all your activities: block out the times you are at school, have sport or music practice, etc. Don't forget to include sleep!

STEP 2: LOAD UP YOUR PLATES

Write down exactly what you need to do in each subject to reach your potential. Include: homework, assignments, tests.



STEP 3: PRIORITISE YOUR TO-DO LISTS

Now that you have an idea of your time and what needs to be done in that time, you can start to order your tasks by priority. What is urgent? What can be done tomorrow? What can be done on the weekend?

STEP 4: PUT YOUR TO-DO LISTS INTO YOUR WEEKLY PLANNER

Set out the time you intend to spend on each task, making sure you divide time between your subjects evenly. Tick off each task once completed for a sense of accomplishment and relief!

