

7 time-management tips

Time management is doing our tasks and activities in such a way that we get more work done, of better quality, in less time. Well-organized time relieves stress, gives us extra time to spend on things we like, allows us to do more work if we want or need to, and gives a feeling of success and personal achievement.



Which steps can we use to help us manage our time well?

- 1) Analysing how we spend our time currently. It is difficult to make changes if we don't know where we stand. It is a good idea to take a few days, even weeks, and just write down what we do every day, from waking up, going to school, to sleep.
- 2) Planning things ahead. This is one of the most common habits of successful people. We should note down what we need to do, and plan our week on Sunday, and our day the evening before. In this way, we will know exactly when we need to do what: from appointments and tests to coffee with our friends.
- 3) Doing the most important things first. There is a famous anecdote about Mark Twain who said: "If you have to eat a frog, do it first thing in the morning." This means that, even if we do not like our most important task (whether is it practicing Maths or doing our book report), we should always get over with it first to make progress with the rest.

- 4) Scheduling times to rest. Resting is almost as important as working. Firstly, we should always have enough sleep during the night, as then we can work quicker and more focused. During the day, we should have breaks every 1 hour to 90 minutes, to freshen up, and check how well we are doing.
- 5) Remembering not to multitask. Although doing more things at once can be very attractive, because it feels that we are more efficient, it makes us slower. We should pick one thing, and do it well. It is useful to remember the so-called 80/20 rule. This means that we get 80% of our results from 20% of efforts. We should figure out what helps us achieve more, and focus on that.
- 6) Putting a time limit on tasks. Once we are engaged in the one thing, we should decide how long it should take. That will make us work faster to reach the desired goal. Sometimes, of course, we need to recognize that activities take more time than we expected, and re-organize.
- 7) Taking our free time activities seriously. It is a good idea to make leisure time different than work time: if we read or write a lot at school, we should exercise; if we run around most of the day, we should take up a calming activity. This will help the other part of our brains to develop.



Life project: Take a month of your life and try out, step-by-step, the tips from the text. Track your progress in a journal. At the end of the month, share your findings with your friends or class.