

## **“TIME MANAGEMENT”**

**Time** is the one thing that we all have the same amount of, but it’s amazing how often we run out of it and are **Time poor**. It is avoidable, but requires common sensed prioritising and a purpose to achieve.

Before students can control their time, they have to understand where it goes. A tedious, but very rewarding exercise for them is to summarise their time usage over three days under the headings:-

Sleeping	Eating and Dressing	Travelling
School	Sport /Exercising	Part-time job
Leisure/T.V./Visiting	Social Networking	Studying

This exercise should be done in conjunction with students completing their “**Musts and Options**” section.

Quite often the largest timewaster for students (and in fact all of us), is just idling and wandering around between activities; basically doing nothing- **nothing time**. Being aware and reminded of it helps students convert it to **something time**; achieving something meaningful.

Included in the three planners are focuses which address this area:-

<b>Junior</b>	Timelines	pg. 58
	The Holidays	pg. 112
	Musts and Options	pg. 175
<b>Middle</b>	Holidays	pg. 116
	Musts and Options	pg. 179
<b>Senior</b>	Time Management	pg. 38
	The Holidays	pg. 118
	Urgency Versus Importance	pg. 172
	Musts and Options	pg. 173

Should you have any queries or concerns regarding your son/daughter's progress please do not hesitate to contact his/her Year Level Co-ordinator/Advisor.

" To master your time is to master your life."     Alan Laekin