

MUSTS AND OPTIONS

Compile a detailed list on a day by day basis for all your **“Musts”** and **“Options”** for example: spending 45 minutes on chat lines each night may be a must, but spending 1 1/2 hours is an option.

- write in when they are on and how long they take.
- put your Options in order of importance - 1, 2, 3 and so on.
- also try to fill in the “Nothing Time”, time wasters between your “Musts” and “Options”.

Once you have completed this task you are in a good position to design your own Study Timetable.

Having a clear vision of your **“big picture”** will

- enable you to develop more ownership of your life - put you in control of YOU.
- enable you to use your time effectively.
- create more “Something Time” for yourself by reducing your “Nothing Time”.

Make a big effort to do this well, it will benefit you in many ways

MUSTS	OPTIONS
MONDAY	
1	1
2	2
3	3
4	4
5	5
TUESDAY	
1	1
2	2
3	3
4	4
5	5
WEDNESDAY	
1	1
2	2
3	3
4	4
5	5
THURSDAY	
1	1
2	2
3	3
4	4
5	5
FRIDAY	
1	1
2	2
3	3
4	4
5	5
SATURDAY	
1	1
2	2
3	3
4	4
5	5
SUNDAY	
1	1
2	2
3	3
4	4
5	5

“You never find time, you make time.” Anon.