

Time Management –Time Wasters

Saying 'Yes' to everything

Unorganised files/work

Comparing yourself to others

Neglecting Sleep

Having a huge daunting to do list

Fear of Failure

Not asking for help

No plan & darting in between tasks

Constantly checking texts and emails

Social Media

Procrastinating/Postponing difficult tasks

There are many distractions and Time Waster's in Education and in the World of Work! Write out/cut & stick out the Time Waster Solutions on the 2nd page next to the correct Time Waster on this page.



Time Waster Solutions (write out / cut these and stick them next to the correct time waster)

Split your tasks into manageable lists rather than having a huge list to look at

Before working, check your space. Is it tidy enough to feel focussed? Make sure paperwork is organised & easy to pick out

Do not be ashamed to ask for help, it will quickly resolve issues that you could be dwelling on

Remove your phone from your work environment & set a designated email time during the day to tackle emails

Remind yourself that you are not supposed to be like other people and you have your own unique talents and abilities

Think if the thing you are saying 'yes' to is do-able or if it will bring you under with more work that you can manage.

Put a social media time limit on your phone or give yourself a break specifically to check

Set a deadline to hold you accountable for procrastinating, you are more likely to complete a task with one

Set yourself a wind down time, where you turn off technology, and ease yourself into sleep

Don't see failure as a bad thing. Failures always happen before a success. If you fail, don't give up and try again.

Try to avoid using social media during your working hours to avoid distractions and time wasting



Time Management – How Long is a Minute?

Start a stopwatch on your phone and challenge yourself to close your eyes and put open them when you think a minute has passed. Check the stopwatch to see how close / away from a minute your estimate was. This can be done with others in your household as a competition too!

What do you think this activity could be trying to say?

Time Management – Time on Your Hands

Use the time table on the next page to fill in how you fill your days outside of school. Be honest with how you use your time. Then come back to this page and fill in the table.

<u>Activity</u>	How many days a week do you do this activity?	How many hours do you spend doing this activity?
Homework		
Social (Out with friends)		
Clubs & Sport		
Entertainment (Netflix/YouTube/Gaming)		
Eating		
Sleeping		



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00							
09:00	School	School	School	School	School		
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							



Time Management – After Activity Questions

- What does time management mean to you?

- From the Time Waster Activity, list here the Time Wasters that you personally struggle with and explain a way you could now deal with this.
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- After filling in the Time Table, was there any activities you wrote so many times that you were shocked? If so which ones?

- Have a think about something that you keep saying you want to do and you don't – is there anything you can erase from your current Timetable that could make room for this new thing? Or is there a Time Waster solution from above you could use to make room for this?

