

NINE POINTS ON HOW TO MANAGE TIME

Based on article in Economic Times
(Delhi) January 2017 and video on
You Tube

Strong time management habits

1. Scheduling is crucial. It allows for recording a daily list of 'To Do' and to give priority.
2. Focus on the task at hand
3. No putting off today's work for later.
4. Plan some self time to relax and have fun.
5. Think things through.
6. Do not over commit.
7. Set goals clearly for the day, week, month.
8. Avoid multi tasking. Take time to get things right the first time.
9. Limit time spent on computer, social media, mobile.

Time is all about numbers. 56 is the magic number for time management = 8 hrs x 7 days a week

1. **Am I Too Busy?** Example for a student.

School / University Lecture Units $12 \times 2 = 24$ hours a week

2 here means that for every hour of lecture in class, student needs to self study for 2 hours. This is a critical time factor for best results.

2. **Work hours 20 = 56**

• Average time on daily on five essential

a) Sleep 7 hours

b) Eat 2 hours

c) Travel 1

d) Errands 1

e) Personal 1

Total = 12 hours

SMART GOALS AND PLANS

3. Do I know how to set and reach Goal ? SMART = Do this ?
Plan How ?

- a) Specific
- b) Measurable
- c) Action oriented
- d) Realistic
- e) Time based

4. Do I Know What's Coming?

- a) Be able to look ahead.
- b) Prepare a Calendar from first to last date, indicating all holidays / festivals dates of examination. Tendency to view 'next month' as being far away, while next week is nearer.

Further suggested viewing on YouTube

1. Study Tips in Hindi
2. 7 skills students need for their future
3. LBCC Preparing for Tests
4. LBCC Improving Listening Skills