

Time Management Key Points



As you begin your studies you need to think carefully about the following things:

- 🕒 **Managing your time**, which involves:
 - *finding* time by planning your week
 - *using* time effectively by doing work of different types in the appropriate time slot

- 🕒 **Defining tasks** for yourself, then:
 - *allocating time* to them and
 - *monitoring your progress* as you attempt to complete them

- 🕒 Setting up a **place** to study

- 🕒 **Equipping yourself** (A4 paper, pens, ruler etc. and don't forget a good DICTIONARY!)

- 🕒 **Organising** things so that you can find them easily

- 🕒 Sort out arrangements with **family** and **friends** (DO NOT DISTURB!)

- 🕒 Are you ***ACTIVELY*** learning? (Not just reading through.)
TELL your summaries to your dog, mom or the wall, but say them out loud. (Without the text – only prompts.)

