

TIME MANAGEMENT

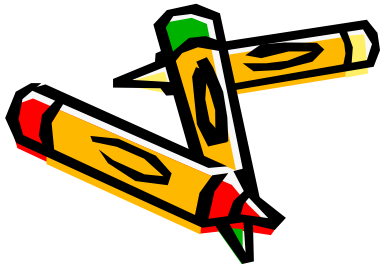
The importance of prioritising



Getting your priorities right

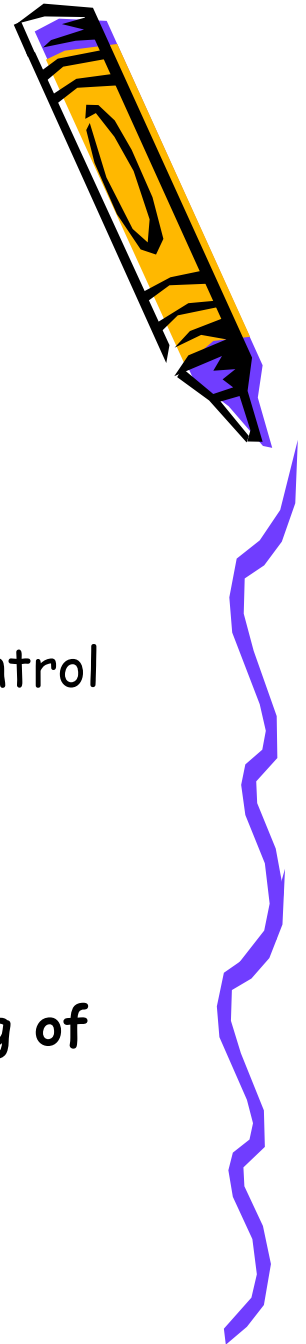
Your priorities will determine how you spend your time.
What are priorities?

- Things that comes first
- First concern
- Greater importance
- Pre-eminence
- Preference
- Prerogative
- Rank
- Right of way
- Seniority, Superiority, Supremacy
- The Lead



Facts about time

- Time is our most precious commodity or treasure.
- "Where treasure is; there will your heart be also"
- **Time Management = Self Management** (You are in control of your life)
- The greatest single-management tool is to set clearly defined goals.
- Goals gives focus and direction to planning and setting of daily priorities



Planning



*"Disorganised people are the ones who
always*

cry that they don't have time"

- Planning: Year Planner, **Month Planner**, Week Planner & Daily To-do List
- Mark **important dates** in a year planner



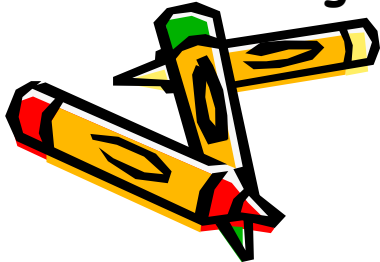
- Colour coding can be useful both visual and conceptual clarity

Planning (continued)



- List all the things that have to be done during the day
- Include time for your hobbies and time to relax
- Your interests, priorities and obligations will change from time to time.
- If you are studying: Your schedule will need to change nearer to exam time.
(NB: Know when, where, and what time are exams & tests)

If your time is well managed, you won't need to worry, you won't have to cram and you will have enough time to revise. The challenge is to make this a habit.



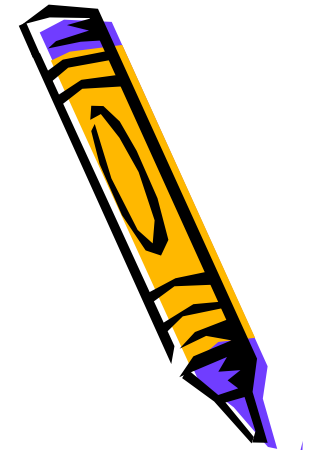
Maintenance Time



- Maintenance Time (Recharging your batteries):
- It is important to allow time for exercise, bathing, dressing, etc.
- *Free time (e.g. TV):* you will always feel guilty and anxious if you did not schedule free time, because you feel like you should be doing something else.
- The good organizer has the most free time.



Time wasters



Time Wasted is Time Lost

"Procrastination is the thief of time"

Edward Young

Procrastination is not only **delay**, but **self-inflicted delay**

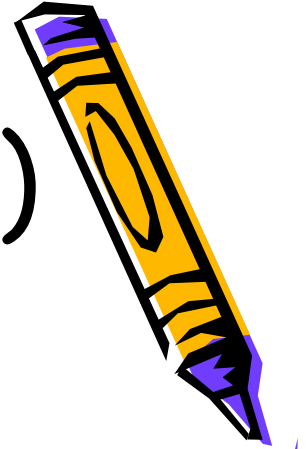
e.g. Lack of self discipline (Can't say NO)



Facebook, emails, skype, etc



Time Wasters (Cont)



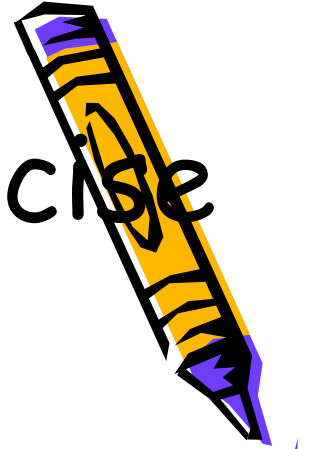
- "I work better under pressure"
- Lack of deadlines (establish your own deadlines)
- Lack of regular monitoring of progress (Accountability)
- Doing to easy or trivial first, postponing the difficult



Unrealistic time estimates Attempting too much



Time Management Exercise



- 24 hrs a day
- Average sleeping hours: 7 hrs (Science Prof: Science students should sleep 6hrs)
- **Experts say:** Sleeping circles are 1.5 hrs, and proper sleeping hrs are 7.5 hrs (5 circles) or 9 hrs (6 circles)
- That leaves you with 17 hrs
- Daily time break down: 6h00 - 23h00 (17 hrs)

• **Quite time, Work, Leisure, Sport, Friends, Ministry, Misc.**

