



INSIDE THIS ISSUE:

Meta Matters

Tips for Students

Issue 2

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Ten Top Tips for Time Management

Time cannot be managed, but what we do with it, how we use it can be. Time is a resource – a precious commodity. An effective, successful person manages their time well. To maintain a sense of well being, we balance the way we use time for different aspects of our lives. Typically: Work, Sleep, Travel, Leisure, Social, and Family. Learning more about managing your use of time can help to be more effective in all aspects of life. Feeling organised and in control is a great way to reduce stress levels for yourself and others.



There are a number of easy time management strategies used by successful people which you can adapt for yourself

Tip 1: Basic Grid

Being able to ‘see’ how much time you have available to manage for yourself each week is a useful simple tool. You may have much of your time allocated to lessons and tutorials. Shade these in first.

Also highlight your social/recreation/family/job commitments.

Notice now where you have space for working on homework, course-work research etc.

This is the basis of Scheduling. See Tip 7.

Basic Grid	Tip 1
Set your own Goals	Tip 2
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And then.....

- Tip 8 Stop Procrastinating
- Tip 9 Improve Self Motivation
- Tip 10 Keep Calm and Carry on

Time	M	T	W	Th	F	S	Su
800							
900							
1000							
1100							
1200							
1300							
1400							
1500							
1600							
1700							
1800							
1900							
2000							
2100							
2200							

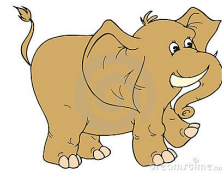
**Tip 2
Set your own Goals**

To start to manage time effectively, set your goals.
 We need to know exactly what we want to achieve, so that that we can work out exactly what needs to be done and in what order.
 A little time and effort put into this saves much time and effort later
 Goal setting supports your long term vision and short term motivation.
 Setting clearly defined goals allows us to measure progress, gain a sense of on-going achievement which raises self confidence and renews motivation



Make your goals/targets powerful by checking:

- What is it you want? State your goal in a positive way.
- IS it possible? Do you have all you need? Who can help?
- What will achieving the goal will do for you?
- What will the outcome 'look like'? How will it 'feel'? How will you know when you have achieved it?
- What will the costs, what time and effort is needed?



**Tip 3
Make a Plan**

Whichever way you set your goals, the next key stage is Action Planning
 How do you eat an elephant? One bit at a time! Imagine a line going off into your future from the present moment and see all the things you need to do mapped out onto that line. Go ahead in your mind and notice the steps you take to achieve the goals and how good it feels to be there now having achieved them.

Task	Priority Rating A-F

**Tip 4
Use To-Do Lists**

1. Prepare: write your list.
 Break down tasks into action steps and list each of these with the larger task.. It may be easier if you have several lists for different subjects, topics etc
2. Prioritise: allocate priority to each task. A: Most urgent/important F: Least urgent/important
3. If you have too many As, re allocate and demote less important ones. Once you have done this, rewrite your list again.
4. Using the To Do Lists: Work your way through the tasks, dealing with As first. As you complete them, tick them off – or strike them off. Whichever feels best!
 Sometimes, it may be best to have a longer term list and chip at it day by day. Many people find it easier to have a list for each day that they aim to complete each day.

Tip 5 **Reward yourself as you make progress**



Motivate yourself with mini rewards. “When I finish this topic, I’ll have a chocolate and a coffee..” Link this to your plan. And update your to do lists.

Get family/friends to support you if this helps too.

Tip 6 **Keep motivated towards your Goals**

A story.....

Two builders were asked what they were doing. The first said ‘I am laying bricks’. The second said ‘I am building a wonderful building’.

⇒ Which builder was more motivated and worked better?

So.....

If you feel bogged down with details and long lists, ask yourself, ‘What does this small outcome get for me? Connect the details and the tasks to the larger, more motivating outcome of which it is part.

Tip 7 **Scheduling**

It is the final plan of how you will use your time. You will probably use a calendar, personal organiser, a basic grid or electronic spreadsheet.

Hitting deadlines, is just hitting deadlines. Scheduling is making sure that the journey towards them utilises your time effectively, efficiently and without causing stress.

5 Steps for Scheduling:

1. Identify the time that you have available
2. Block in the essential tasks that are routine to your work
3. Schedule all high priority and urgent tasks
4. Add in appropriate contingency time for all those unpredictable demands
5. Into the remaining time, schedule in the tasks that address other priorities and less urgent demands

Tip 8 **Do it Now: Stop Procrastinating!**

Procrastination is when we put things off. Something we all do sometimes and know that it leads to panic, stress and failure to meet deadlines.

1. Recognise it!
2. Work out what is causing it
3. Use strategies to overcome it

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We look forward to hearing from you soon

For further information and training that involves students and their tutors, go to Course Outlines on the website www.meta-training.org.uk

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Some typical causes and ways to overcome them:

Unpleasant/boring task::

- ⇒ get it done and out of the way.
- ⇒ Use the unpleasantness of it to motivate you to complete it as quickly as possible.
- ⇒ Focus on the relief of it being 'over with'

Lack of organisation:

- ⇒ focus on **To Do lists**.
- ⇒ Stick to your **scheduling**.
- ⇒ Avoid feeling overwhelmed by breaking things into **manageable chunks**.
- ⇒ Set time bound goals and use them like a game to work against the clock
- ⇒ Focus on one task at a time

Wanting everything to be Perfect:

- ⇒ perfectionists can feel that if they cannot do something perfectly, then they won't bother at all.
- ⇒ So focus on all the great results you have had in the past even when you have felt this way.

JUST DO IT!

**Tip 9
Improve Self Motivation**

Self Motivation is at the heart of effective Time Management. If you are motivated, you are more likely to utilise time more effectively and efficiently. You will put more effort into being organised reach for all the possibilities that arise.

- ◆ Focus on goals and a strong vision
- ◆ Be balanced in terms of Self confidence and Self Belief (and neither under or over estimate their capabilities)
- ◆ Be resilient
- ◆ Think positively
- ◆ Be solution focused
- ◆ Link what you are being asked to do, to the things you value most

**Tip 10
Keep Calm and Carry on**

"Success is not final, failure is not fatal: it is the courage to continue that counts"

Winston Churchill

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Our highly skilled trainers utilise advanced learning practices, model skills and strategies that work.