

**MINISTRY OF EDUCATION AND SCIENCE  
JUNIORS AND SPORT**

# **TIMEMANAGEMENT**

**ONEU 2012**

# MOMENTA CUNCTA NOVANTUR\*

*\*Moments will change each other forever .Ovid*

# CONSTANCE

- Introduction to Time Management Planners
- Procrastination

There is nothing magical about getting the most from these hours we have; it just takes planning. Time management strategies fulfill a number of functions. One purpose is to plan activities and schedule time for completing them. A second purpose is to help people become more punctual. Time management strategies also aid in remembering obligations such as meetings, appointments, and special events.

# **INTRODUCTION TO TIMEMANAGEMENT PLANNERS**

There are four major types of time management planners: semester (or quarter), monthly, weekly, and daily. In order to be an effective time management strategy, planners must be checked every day or every few days. Make this part of one's routine. Additionally, it is often necessary to update and revise the planners as due dates change or as new tasks are assigned.

# SEMESTER PLANNERS

The purpose of semester (quarter) planners is to give the student an overall idea of when major school projects and social events are scheduled. Semester planners give an overview of the major commitments one has during the course of the term.

Semester planners are useful because they help the student to see when he/she will be the most busy during the term.

# DIRECTIONS FOR CREATING SEMESTER (QUARTER) PLANNERS

Write in the dates and times for major school projects, including:

- ◉ examinations and quizzes
- ◉ speeches
- ◉ research papers
- ◉ lab assignments
- ◉ class projects
- ◉ field trips

Write in the dates of important social events that can't be missed. Be selective, you can't do everything!

- ◉ major athletic events
- ◉ weddings
- ◉ school dances
- ◉ club meetings and events
- ◉ Put the calendar in a prominent place in your room where you may refer to it often



# MONTHLY PLANNERS

Monthly planners are similar to semester planners, except that they allow one to plan academic and social events in more detail. More types of information and events can be organized on monthly planners.

This time management technique is useful because it encourages the student to divide major tasks into smaller parts and to develop a schedule for completing each part. Another benefit of monthly planners is they help to reduce the tensions associated with procrastination.

# DIRECTIONS FOR CREATING MONTHLY PLANNERS

- ◉ Buy a portable, notebook-sized monthly calendar with boxes that are large enough to hold several pieces of information
- ◉ Look at the major academic assignments listed on the semester planner (or course syllabi). Break each task into smaller parts.
- ◉ Develop a schedule for completing each task. Make one's own due dates for each part and write them on the monthly planner.
- ◉ Regularly evaluate one's progress on the tasks against the due dates on the monthly planner.

# WEEKLY ACTIVITY GRIDS

When recording upcoming activities on the weekly grid, be as specific as possible. Each entry should identify two things. For students, these are the topic to be studied and how it will be studied.

Remember this rule of thumb when planning and coordinating weekly activities: spend two hours studying outside class for every hour spent in class.

# DAILY ACTIVITY GRIDS

Daily activity grids serve the same function as weekly schedules - to plan in detail the activities to be completed during the day. The only difference between the two is that daily grids show only one day at a time while weekly grids display seven days of activities on one chart.

# PROCRASTINATION

The guidelines below may provide procrastinators with the strategies needed to break out of that behavioral cycle



# A NON-PROCRASTINATION PLAN

- ◉ Make a Schedule
- ◉ Get Motivated
- ◉ Reevaluate Your Priorities
- ◉ Take Responsibility
- ◉ Cause and Effect Relationships
- ◉ Working "Under Pressure"
- ◉ Variety is the Spice of Life
- ◉ Think Small
- ◉ Be Realistic
- ◉ Focus on Assets
- ◉ Rewards

# SUMMARY: A SEVEN DAY NON-PROCRASTINATION PLAN

- ◉ **Monday:** Make tasks meaningful
- ◉ **Tuesday:** Divide large assignments into smaller parts
- ◉ **Wednesday:** Write an intention statement
- ◉ **Thursday:** Tell everyone about your schedules and plans
- ◉ **Friday:** Find a reward for doing things on time
- ◉ **Saturday:** Settle any problems now
- ◉ **Sunday:** SAY NO!

**THANK YOU  
FOR YOUR  
ATTENTION!**