



## STUDY SKILLS

### ***WHAT IS TIME MANAGEMENT?***

*Time Management* is planning and monitoring the best way to spend your time so that your **intended** use of time matches your **actual** use of time.

By following a plan for time management, you will be able to organize your tasks so that the most important ones get done on time. You will avoid wasting time. You will be able to complete the things you must do and still have time for the things you want to do!

### **WHY IS THIS IMPORTANT?**

Time Management is important because it helps you **FOCUS** on the things that need to be done and to help you schedule enough time to do them.

By managing your time, you can work toward your goals and have time for both work and play.

### **You will avoid wasting time.**

Perhaps the best advantage is that you will **reduce stress** because you have time to do all of the things you need and want to do.

If you follow a time management plan, you will be able to resist the temptation to put off until later those important things that must be done today!

### **HOW IS THIS DONE?**

The basic rule is to know what you have to do and plan enough time to do it. You need to decide what your priorities are.

- **What is most important to you in your life at this time?**

The following exercises will teach you ways to manage yourself and your tasks...





## TIME MANAGEMENT EXERCISE #2

### DECIDING YOUR PRIORITIES

Before you are ready to use a weekly time plan, you need to decide your priorities and evaluate your study needs. **What do you really want?**

Don't confuse *intended* time and *actual* time.

Intended time is based on your goals or dreams. Actual time is the time and energy you are spending **right now** to accomplish your goal and dreams.

#### 1. ASSESS YOUR *INTENTIONS* OR GOALS

Identify what is most important in your life at this time by numbering, in order of importance (1,2,3,4, etc.) the activities in which you should be participating.

|                                     |                       |
|-------------------------------------|-----------------------|
| ___ Prepare for college by studying | ___ Church activities |
| ___ Sports activities               | ___ Work/Money        |
| ___ Family Activities               | ___ Other             |
| ___ Leisure (TV, dating, etc.)      | ___ Other             |

#### 2. ASSESS YOUR *ACTUAL TIME*

Look at the same list and number the items (1,2,3,4, etc.) according to the actual time you spend on each item. **BE HONEST.** If you spend the most time on sports, label it #1

|                                     |                       |
|-------------------------------------|-----------------------|
| ___ Prepare for college by studying | ___ Church activities |
| ___ Sports activities               | ___ Work/Money        |
| ___ Family Activities               | ___ Other             |
| ___ Leisure (TV, dating, etc.)      | ___ Other             |



**TIME MANAGEMENT  
EXERCISE #3**

**SETTING GOALS**

*Practice Sheet*

**INCLUDE:** The task **or objective** you want to accomplish.  
How it will be measured or what **standard** or **target**  
will be reached.  
What is the time span?

**EXAMPLES:** I will finish high school, with a 70% average  
task target  
by next year at this time.  
time span

**YOUR TURN:**

#1. \_\_\_\_\_  
Can I really achieve this? (*Realistic*) Yes  No   
How will I know when I've achieved this? (*Measurable*) \_\_\_\_\_  
\_\_\_\_\_

#2. \_\_\_\_\_  
Can I really achieve this? (*Realistic*) Yes  No   
How will I know when I've achieved this? (*Measurable*) \_\_\_\_\_  
\_\_\_\_\_