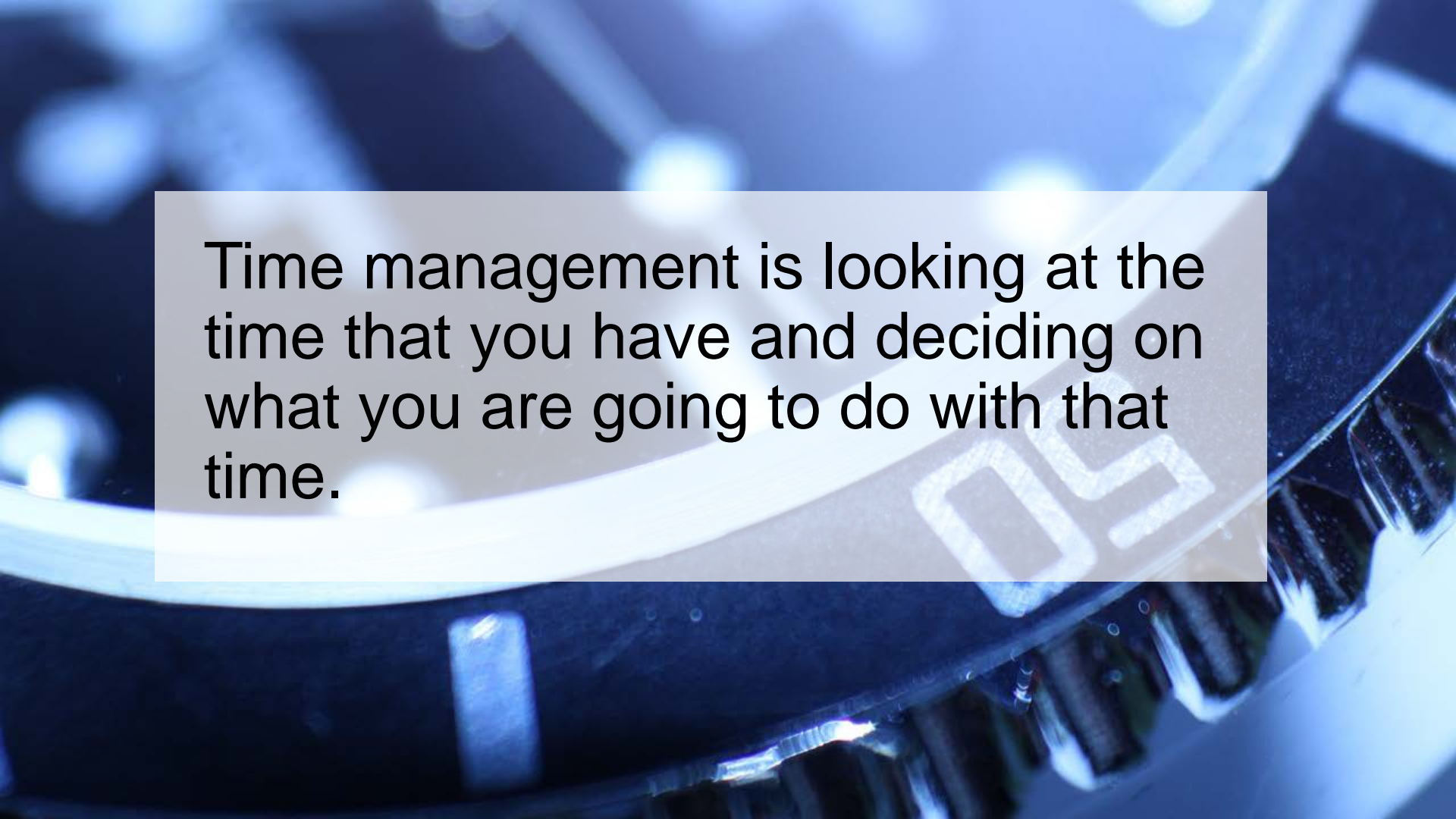




Time Management

Directorate for Counselling and Career Development



Time management is looking at the time that you have and deciding on what you are going to do with that time.

Time management is about:

1. Knowing what you want.
2. Deciding how to get what you want.
3. Efficiently and effectively getting what you want.


Time personality

Know yourself:

- Are you time conscious or relaxed?
- Do you study best in the morning, afternoon, or evening?

Aspects of time management

- Long- and short-term goals
- Priorities
- Positive attitude
- Motivation
- Solving problems effectively
- Good space and avoiding distractions
- Using a weekly or daily planner
- Not multitasking
- Avoiding procrastination
- Rewarding yourself
- Networking with others

A close-up, blue-tinted image of a watch mechanism. The image shows the intricate gears and the dial of a watch, with a prominent '50' visible on the dial. The lighting is dramatic, highlighting the metallic surfaces and the precision of the watch's internal components.

How have you been managing
your time effectively?

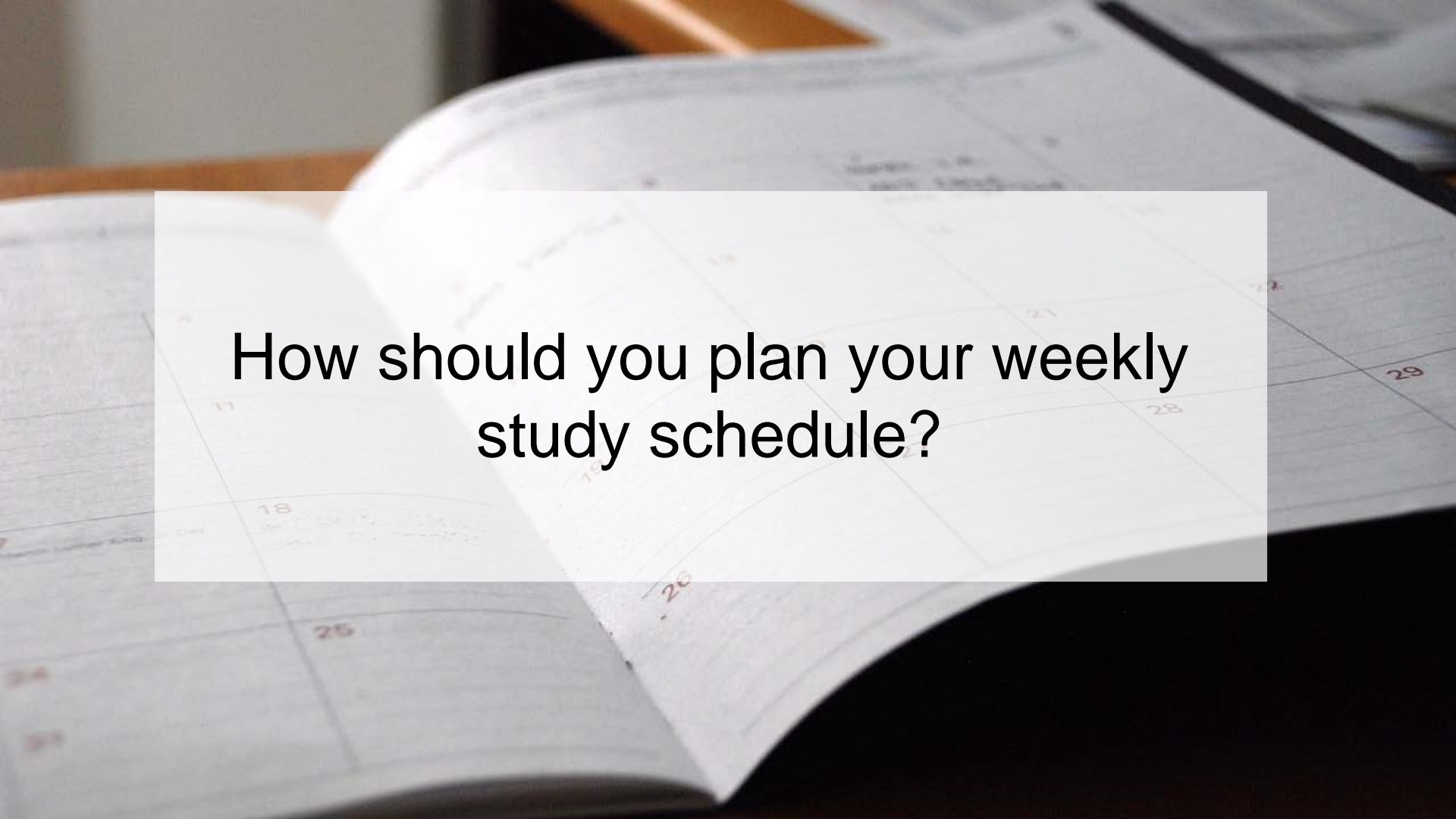
Long-term planning

The basic objective of long-term planning is to gain an overview of the academic activities over the whole year and to make sure that you keep track of all important dates, such as:

- submitting assignments
- preparing for group discussions
- preparing for examinations
- writing examinations
- ensuring that you meet all your commitments on time.

Why long-term planning?

- Peace of mind – you have planned ahead.
- You can regularly check your progress: this could help to motivate you!
- You know that you will not forget important dates.

An open calendar is shown from a top-down perspective, slightly angled. The pages are white with a grid layout for dates. Red numbers indicate the days of the month. A semi-transparent white rectangular box is centered over the calendar, containing the text "How should you plan your weekly study schedule?".

How should you plan your weekly study schedule?

Short-term planning

- Short-term planning is something you do weekly and daily.
- To do this you should work out how much study time you have at your disposal.
- You need to draft a master schedule which you can use as a basis for weekly and daily planning.

Short-term planning

- Short-term planning is something you do weekly and daily. To do this you should work out how much study time you have at your disposal. You need to draft a master schedule which you can use as a basis for weekly and daily planning.
- Daily planning helps to identify some definite objectives to pursue.
- Take a few minutes to plan what you will be doing today.
- Write down what you will do next to the appropriate time slot.

Important!

Nothing is fixed on your plan

Be flexible

Re-prioritise if you get stuck

Your priorities

- How important something is to you; for example, your family, your studies, your work.
- What is more important to do right now; for example, completing your assignment.

Priorities does not mean one activity or something is less important than the other, but what is more important at a specific time.

Attitude

You need a positive attitude to help you stay focused and motivated in managing your time effectively and successfully completing tasks

Characteristics of a positive attitude

- Enthusiasm for and enjoyment of daily activities.
- Taking responsibility for your actions and feeling good about success.
- Generally cheerful mood and positive emotions, appreciation of others and yourself.
- Motivation to get the job done.
- Flexibility to make changes when needed.
- Ability to make productive, effective use of time.

Characteristics of a negative attitude

- Often complaining.
- Not taking responsibility for your actions.
- Feeling overwhelmed with negative emotions: anger, depression, resentment.
- Lack of motivation for your studies.
- Resisting change and making improvements.
- Effective use of time, procrastination.

Procrastinating

Delaying something to do later – usually something you don't like doing

“I'll get to it later” and after too many “laters” the work piles up so high that any task seems impossible

Reasons to Procrastinate

- You are too relaxed.
- Feeling stressed.
- Fear of failing.
- Perfectionism.
- Multitasking.

How to avoid procrastination

- Set clear objectives.
- Eliminate distractions.
- Break big jobs into smaller pieces.
- Use a system of punishment and reward.
- Draft a formal contract with yourself.

Overall results of planning

- Cope with academic anxiety
- Reduce exam anxiety
- Keeps you motivated
- Allows you to maintain balance between what is required vs. what is available
- Eliminates time wasters because you are aware of them

Contact us

- counselling@unisa.ac.za

- Tel: +27 12 441 5388

Website: <http://www.unisa.ac.za/counselling>

Facebook:

<http://www.facebook.com/UniversityofSouthAfrica>

Twitter: <http://www.twitter.com/unisa>