

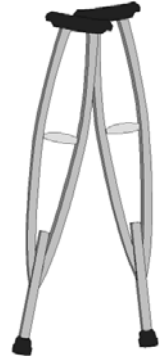
# PRESCRIPTION FOR TIME MANAGEMENT MALARIA

Approach time as if you are in control. You must become conscious of how you use time and how you lose time. Use this three-step prescription to help you with Time Management.





## STEP ONE: TIME MANAGEMENT REMEDIES

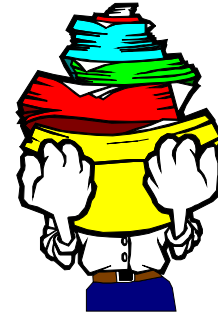


### 1. PLAN TIME CAREFULLY

Studies show the more time spent planning, the less total time required to do the work.

### 2. KNOW YOUR PRIME STUDY TIMES

Are you most energetic and alert in the mornings, afternoons, or evenings?



### 3. STUDY DIFFICULT SUBJECTS FIRST

Do these when you are fresh and most alert.

### 4. DIVIDE YOUR WORK INTO MANAGEABLE CHUNKS

Study in 30-minute blocks with five-minute breaks or 45 minute blocks with 10 minute breaks.

### 5. IF YOU GET BORED - STOP!

As your energy decreases; boredom sets in, then physical stress and tension result.

Change subjects when you get bored. Remember to go back to the original subject later.

### 6. DON'T PROCRASTINATE

Use a timetable and stick to it. Do not study only when you feel like it.

### 7. KEEP PHYSICALLY AND MENTALLY ALERT

### 8. USE YOUR BEST STUDY METHOD

Change only what does not work.



## STEP TWO: SET YOUR GOALS



**First, set your educational goals.**

Decide what you want from your education, and consider the following questions:

- **Do I want an education?**
- **How much time and effort am I willing to put into getting my education?**
- **What is or might be my career choice?**
- **What courses do I need?**
- **What grades do I want in each course?**

Goals are your aims and intentions you will work toward; they should be both long term and short term.

**LONG TERM** goals are those set for a career, program, term and month.

**Career goals**

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**Program goals**

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**Term goals**

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**Month's goals**

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**SHORT TERM** goals are intentions for this week, this day, this hour.

**This week's goals**

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**Today's goals**

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## STEP THREE: MAKE YOUR SCHEDULES



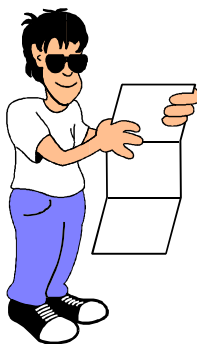
Procrastination is the main cause of time management problems; therefore, the first step is to do some planning. You should have three kinds of schedules: **term, weekly, and daily.**

**FIRST**, look at the term or semester schedule. What is due this semester and what commitments do you have?

**NEXT**, look at the week and fill in all the things you have to do, plan to do, and hope to do. Then you will know exactly how much time you have left to waste.



**FINALLY**, set up some type of a daily plan. If you are a true procrastinator, the weekly and term schedules will look nice, but nothing will get done. With a daily “To Do” list, you can check each item off as you complete it, and you will have a feeling of accomplishment for having made the first step to managing your time.



# MAKING THE TERM SCHEDULE

## STEP 1 - EXAMINE THE TERM AS A WHOLE.



- Fill in tasks or commitments as you become aware of them.
- Add new information/assignments as you get them.
- Place the calendar in a prominent place where you can view it daily.
- Be aware of the requirements for each course.

## STEP 2 - WORK BACKWARDS FROM THE DUE DATES.

- Estimate the time required to prepare and complete each task.
- Break the assignments down into smaller, more manageable tasks.
- Divide some of these tasks into mini-tasks you can work on when you have a few minutes to spare.

## STEP 3 - SELF-CONTRACT

- Set yourself goals and reward yourself for reaching them.

# ***TERM SCHEDULE***

<b>Week</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

# STUDENT SCHEDULE – WEEKLY

Most people say they have no time to do anything, but in reality they have a lot of time; it's just wasted. Only when you have a schedule, do you know how much time you have and whether it is used wisely.



## PLANNING THE WEEK:

**STEP 1** - Examine the week as a whole.

**STEP 2** - Schedule all fixed times.

- Classes, labs, presentations
- Work and/or family commitments
- Any set activities, duties, meals or travel

**STEP 3** - Schedule most demanding activities during your prime time/s.

- Determine your prime time/s.
- Study most difficult course(s) during your prime time/s.

**STEP 4** - Set aside blocks of time for studying.

- Block out 1, 2 or 3 hour segments on your schedule.
  - Divide these blocks into study segments – 30min. or 45 min. Use the time between segments for study breaks.
- Decide what and where you will study during each segment.

**STEP 5** - Use smaller blocks of time between classes effectively.

- Review notes before or after class.
- Review reading assignments.
- Discuss topics with classmates.

**STEP 6** - The 3 R's → Rest, Relaxation, Recreation

- Schedule rest and relaxation
- Schedule physical exercise/recreation

# **WEEKLY SCHEDULE**

<b>Week</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
6 -7am							
7 - 8							
8 - 9							
9 - 10							
10 -11							
11 - 12							
12 - 1pm							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							

## GRADING TRACKING SHEET

**Record your grades as soon as you receive them. Knowing where you stand in your courses will help keep you focussed towards your academic goals. As well, you will be able to monitor all courses to make sure you are not neglecting some while concentrating on others.**

**Semester:** \_\_\_\_\_

**Year:** \_\_\_\_\_

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4

CLASS: \_\_\_\_\_

A				
B+				
B				
B-				
C+				
C				
C-				
D+				
D				
D-				
F				

TESTS 1 2 3 4