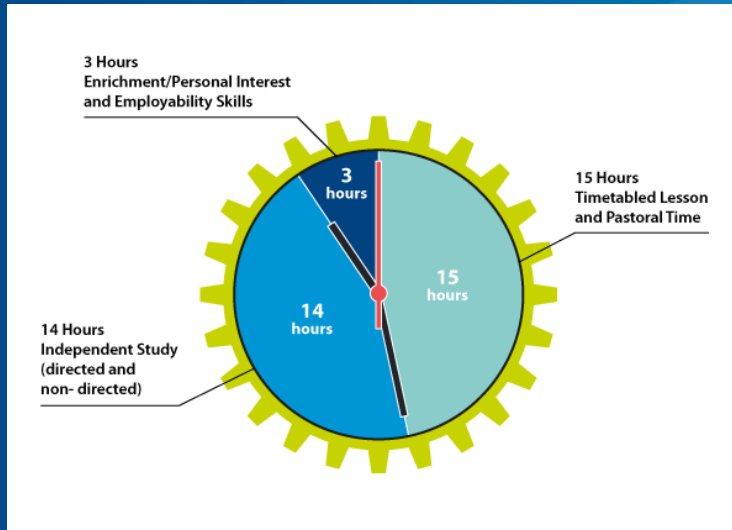


Time Management

Worcester Working Week



Watch this video

<https://www.youtube.com/watch?v=ETiwMTENG8g>

How many of you would like to have organisation and time skills like the first person?

How many of us feel though that life becomes like the contestants after a really short period?

What are the benefits of good time management?



Reduced anxiety during exams

Better performance in lessons

Increased independence and resilience

More social time

What are the BARRIERS to good time management?

- Using the time management planning sheet, identify and fill in your 5 top barriers to time management.
- Do any of these feature?

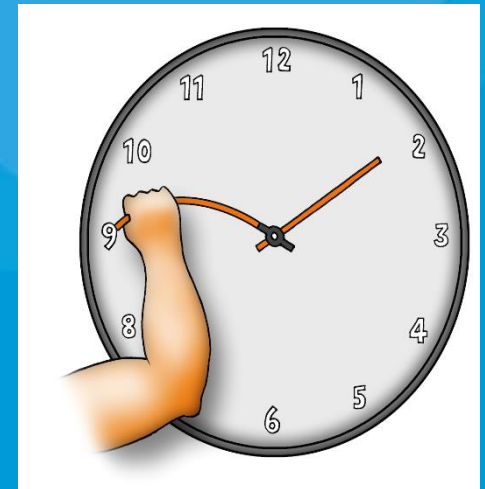
Too many tasks

Lack of priority

Fear of failure

Interruption

Procrastination



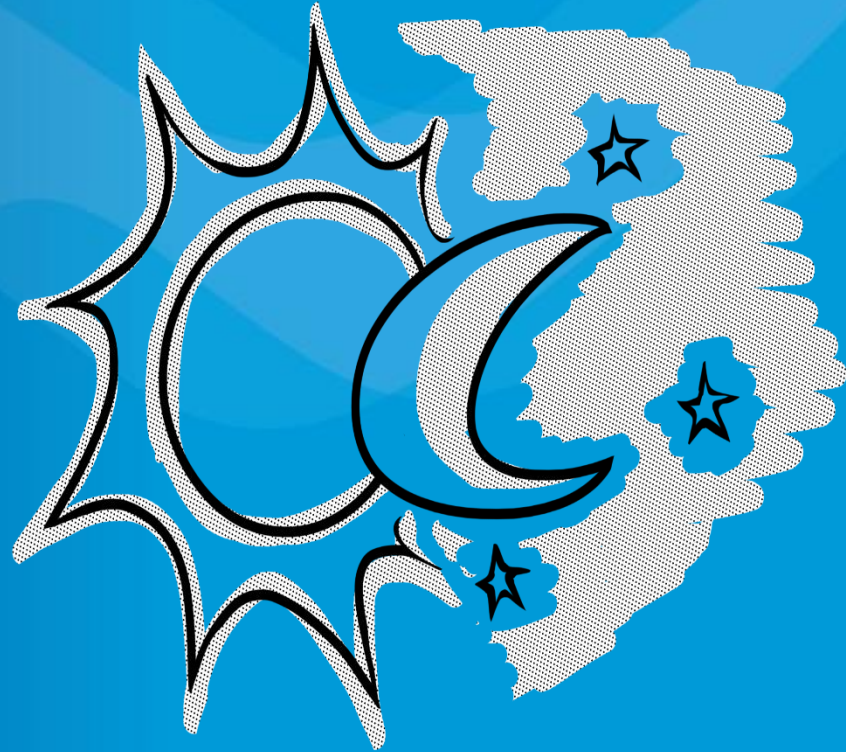
HELP!!! What can we do??

- Identify the “best time” for studying
 - Morning versus night person- Which are you
 - High and low periods of concentration- When do YOU prefer to work?
- Surroundings are conducive to studying.
 - Reduce distractions
 - Choose quiet areas

Time Management Tips

Study difficult subjects first. WHY??

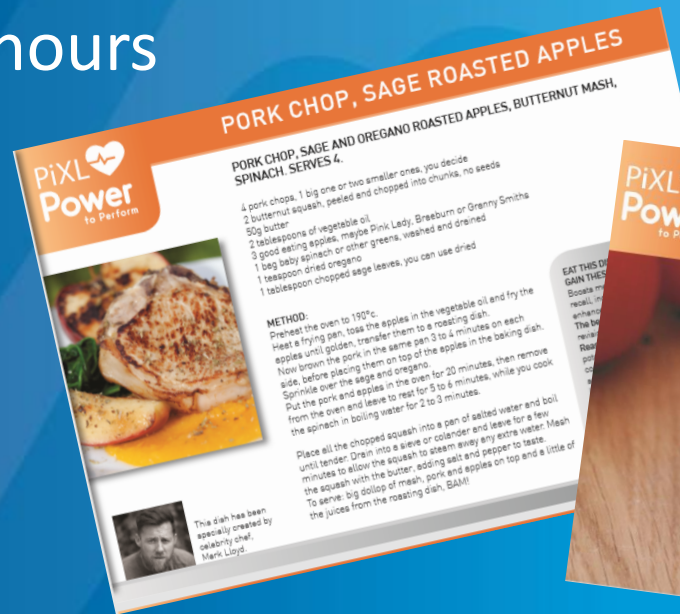
- Process information better
- Save time
- Implement short breaks
- You will be more efficient



Time Management Tips

Sleep and eat properly.

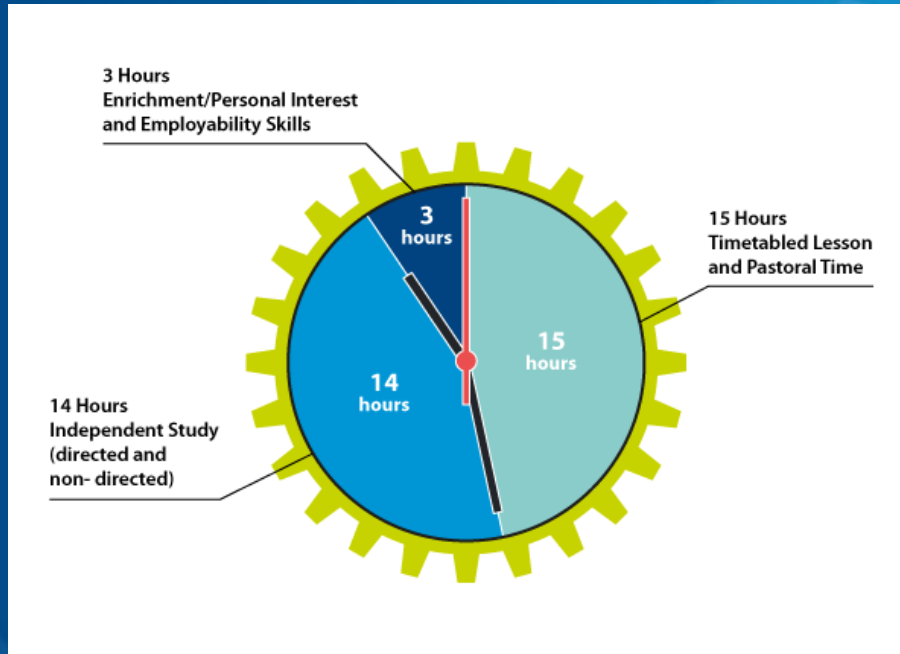
- Healthy breakfast
- Do not skip meals
- Sleep 7 to 8 hours



Time Management in Class

Consider having a notebook and each day write down every task you get given then take 5 mins at the end of the day to put this into a schedule/ diary/ calendar.

Use the principles of the Worcester Working Week



Independent Study

You will find fully equipped study spaces around the College including the Learning Resource Centre where our helpful staff are always on hand to answer your queries. We also offer plenty of student support for students who would like additional guidance.

Making use of your independent study (and free) periods on your timetable will enable you to make a success of your time with us. Your teachers and tutors will be able to direct you to quiet study areas. Workshops are also on offer to help with subject specific queries to bridge any gaps in learning