

TITLE: TIME MANAGEMENT

Introduction

Time management refers to the effective utilization of time. There is no right way to manage time; however, it is important for one to know oneself in order to make good decisions about how to use their time.

Points to Consider

- Make a daily “to do list”
- Estimate the number of hours you need to study each week
- Meet assignments deadlines
- Start working on semester long projects early enough
- Set yourself, specific goals for each study period
- Begin your study time with the most difficult assignment
- Complete most of your studying during your most productive hours
- Prevent social activities from interfering with your study time
- It is helpful to learn time management techniques for effective use of your study time

Time Management Techniques

While it is important to develop your own style of managing time, the following techniques might be helpful;

Planning and Organization

- Think and plan your activities, such as creating a schedule of study.
- Record all known class assignments, tests projects, presentations.
- Schedule all activities including extra-curricular meetings, social commitments/leisure.
- Update your schedule regularly.
- Prioritize the activities according to their importance or urgency.

Setting Goals

- Set goals for direction.

- Break down your goals into specific, measurable, realistic and achievable objectives.
- Trim down the semester schedule into a month, week or day.

Evaluate your schedule

- Assess whether you set yourself realistic and achievable goals
- Check where improvements are needed
- Re-determine your goals if necessary

Flexibility

- To avoid frustration, allow time for interruptions and distractions, such as phone calls, unexpected visitor/s or any other problem/s

Consideration of one's biological prime time

- Individual's prime time of study varies
- Identify your best and productive time of study. One might be a "morning person", a "night owl" or an "afternoon whiz"

Avoid Procrastination

- Procrastination increases stress levels

Benefits of time management

- Helps provide a structure to implement and monitor solutions to problems
- Allows control of one's activities
- Makes one more effective and productive
- Enhances informed decision making
- Reduces stress

Conclusion

Time management gives one more quality time to relax and enjoy life outside work/academic commitments.

For further information, contact:

Careers and Counselling Centre

University of Botswana

Private Bag 0022

Gaborone, Botswana

Location: The Centre is in Block 244 H
entering the University from the South Gate and near Student Hostel Block

Consulting: Consultation is from 8:30-13:00 and

Hours: 14:00 to 16:00 hours. Clients can be
assisted after these hours on request.

Telephone: (276) 355 + Extension
Reception Ext. 2290/2291

To call each extension of staff directly from outside the University, please dial 355 and the extension number.

VISIT THE CENTRE TODAY WHERE WE CARE ABOUT YOU.