

**[MYDIARY PODCAST SERIES]
[TIME MANAGEMENT]**

[Intro]

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation entitled "Time management".

In this audio track you'll learn how to balance your homework and assignments, so you can achieve more while doing less!

SO WHAT DOES MANAGING YOUR TIME MEAN?

It means Control Yourself!

We only have 24 hours in a day, so time management is all about focusing on how we can get the most out of ourselves with the 24 hours we're given.

The first step is to give yourself a check up

Keep a time log book for 3-7 days, noting down everything you do during a day in 15 minute blocks (you can download a template for this on the getpositive.com.au website)

Broadly categorise your time into:

- Getting to school
- School
- Getting home from school
- Eating/drinking or preparing food
- Studying
- Doing Homework or assignments
- Talking on the phone/texting
- Socialising
- Surfing on the internet
- Reading
- Playing on the computer
- Worrying
- Daydreaming
- Listening to music
- Watching TV
- Sleeping
- Family time
- Sport/hobbies

Now after 3-7 days take a good look at your current management of time, ask yourself:

- Did I get all my school work in on time?
- Did I study for my upcoming tests without last minute cramming?
- Do I feel satisfied with what I achieved this week?

If you answered yes to any of these questions then congratulate yourself on excellent time management, if you answered no, simply look at your time sheet and circle where you could improve.

Here is a list of “Time Consumers” to be aware of:

- Phone calls
- Texting
- Surfing the net
- Computer games
- TV
- Socialising
- Messenger
- Writing emails
- Writing letters
- Travel

When you do these things, its like entering into a time warp, you blink and 2 hours goes by. To really gain control over your life, its important to set yourself strict time limits so these activities don't prevent you from accomplishing the important tasks.

Here are some tips to cope with the time warpers:

- **Multi-task**

This means you combine two or more activities.

Such as:

Texting or talking to friends on your way to or from school, or to and from training.

If you regularly travel by train, catch up on your school reading.

- **Don' t think just do it.**

When you are stuck in front of the TV next to the fire, it seems like the hardest thing in the world to do is get up, go to your room and start your homework. I have found the only way out of this is to not think at all, just suddenly get straight up and walk away fast, open your homework book and make a start. Make a conscious effort not to think about what you are doing, until you have settled into your new environment.

- **Create Routines**

Use your study timetable, as discussed in the first podcast, to set your weekly agenda, this way you don't have to argue with yourself every night, you know what you have to do, its written clearly in front of you.

- **Review your diary**

Continually double check what's on each week so that you are aware of everything you need to get done, before its too late.

- **Promise yourself just a little**

Another good technique to stop procrastinating is just to promise yourself to do 10 minutes of study, if you still feel bad after 10 minutes, then you can go back to what you were doing. This technique is perfect for waking up early in the morning. I say to myself "If I still feeling like going back to bed after having a shower then I can." What you find is that after 15 minutes you and a nice shower, you've woken up and things aren't so bad, but it was easier to wake up in the first place, knowing that you'd given yourself permission to go back to bed, if you felt like it.

After you have given yourself a check-up and identified where you are losing all your time and taken some conscious steps to avoid these activities, the final step is to:

Prioritise Ruthlessly.

Use the master list we discussed in the first podcast to list every little thing you need to do, then prioritise your top 5 tasks and work on them one at a time.

To help you work out which is the most important follow these guidelines:

Things I MUST do:

This means all those with close deadlines, this work takes priority because it is due very very soon.

Things I SHOULD do:

This refers to all the deadlines that are looming on the horizon but they not too near yet. Its important to still do these items, before they turn into MUST do items and create stress in your life.

Things I COULD do:

This refers to all the items that have no urgency attached or deadline to them, but you would like to do them at some stage. Only after you have completed all of your MUST do and SHOULD do items, you can then allocate your spare time on these.

You know Microsoft chef, Bill Gates once hung a map of Africa in his garage – so that he would have something to occupy his mind for the precious seconds spent turning off the ignition of his Porsche!

Now that's what I call Time Management!

[Closing]

Thank you for listening to this podcast.

Feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your studies.

Until next time, Stay Positive!

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