

Time management

- 1 Read the Study tips (1–6) and match them with the reasons (a–f).

STUDY TIP

Here are some ways you can work more efficiently and save time.

- 1 Set a timer so you work for 25 minutes and then take a five minute break.
- 2 Take five minutes before you start a task to plan what you want to achieve. After you finish the task, spend five minutes thinking about whether you have completed everything you wanted in the time you allocated.
- 3 Plan your time. Write a to do list for the day in the morning or the night before. Keep a weekly planner. Plan time for studying and time for leisure activities, such as doing sports. When you're preparing for an exam, make a revision timetable.
- 4 Keep your to do list, calendar and study notes all in one folder or in a time management app on your phone.
- 5 When you are studying, put your phone on silent. If you have your own room to study, put a *Do not disturb* sign on the door.
- 6 Prioritise your time. Do the most difficult or the most important task first.

- a This helps you to notice when and how you are spending your time. You can use the information to improve your habits. This also makes sure that you are taking regular exercise and that you don't get stressed before an exam.
- b Spend most of your time doing the tasks that produce the most important results. If you do the least important things first, it doesn't leave enough time for the important things.
- c This will help you to make sure that every task you do has a clear purpose. It will help you to use your time productively.
- d This means that you don't spend time looking for your notes or important pieces of paper.
- e Working in small chunks of time helps you to concentrate. The reward of five minutes break makes you feel more interested in doing the work. It also helps you to see how much you can do in 25 minutes.
- f Using phones, computers and social media can be useful but it gets out of control easily and takes up too much of your time.

- 2 Read the extracts from a teacher's report about Tom. Which Study tips would Tom find useful? Match the extracts (a–d) with four of the Study tips (1–6). There are two extra Study tips.

Class report: Tom Davis

- a Tom is a popular boy and spends a lot of his time on social media making arrangements with his friends. Unfortunately, he often does this while he is studying.
- b Tom often starts writing an essay without planning it first. This sometimes results in the essay's points becoming confused. When asked, Tom often can't explain what points he is trying to make.
- c When Tom finds something difficult, boring or confusing, he loses interest and stops focusing. This usually means that it takes longer to complete a task or to learn something that it should.
- d In his private study lessons, Tom often doesn't have a list of tasks he has to do with him. Also, he often forgets to hand his homework in the next day.


a: Study tip

b: Study tip

c: Study tip

d: Study tip

- 3 You're going to practise Study tip 3 from exercise 1. Write your weekly plan in the box below. Remember to include time for study, leisure and revision if you have a test in the near future.

	morning	afternoon	evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			