



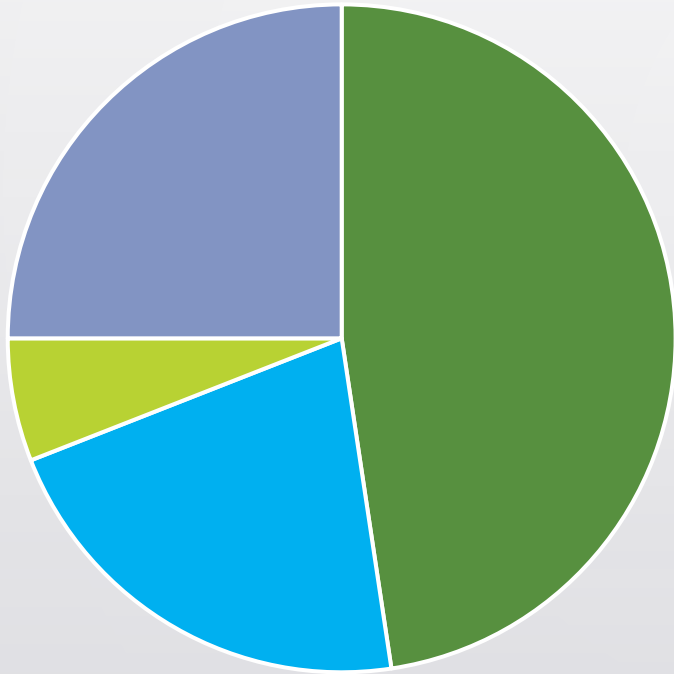
Notre Dame
CATHOLIC SIXTH FORM COLLEGE

TIME MANAGEMENT

Time Management

There are 168 hours in a week – how do you use yours?

Hours per week



■ Sleep ■ College ■ Travel ■ Downtime

Discuss with a partner:

- How many hours do you sleep each night?
- How long is your travel time?
- How many hours of college do you have?
- How much downtime do you have?

Time Management

Try to aim for at least:

- 8 hours per night for sleep (56)
- 18 hours per week for College lessons
- 2 hours per weekday for homework/coursework (10)
- 5 hours per weekend for homework/coursework (5)
- 2 hours per week for exercise or health/wellbeing activities? Do you do any? Can you start?

This still leaves approx. 77 hours for travel, mealtimes, watching TV, reading, listening to music, socialising etc.

Time Management

Discuss:

Do you use a diary/calendar?

Why? Why not?

Do you set uninterrupted time aside for College work?


Do you use your study periods effectively?

You don't have
to be great to
start.
But you have to
start to be
great.

Your week:

Consider using this timetable to organise your week outside of College and find your extra study time

Ensure you factor in downtime as well!

 **STUDY TIMETABLE**

	Monday	Tuesday	Wednesday	Thursday	Friday
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					
11pm					
12am					

	Saturday	Sunday
6am		
7am		
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		
9pm		
10pm		
11pm		
12am		



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Prioritising your time

The greatest amount of wasted time is time not getting started

- Complete tasks in order of when they are due, no matter how much you might be dreading or avoiding a particular piece of work
- Think about your body clock – prioritise the trickiest topics for the times of the day when you tend to be most alert. If you always have an energy slump at a particular time of day – leave the easier or less intense topics for that time of day or schedule in downtime
- Don't work against your body, e.g. don't try and force yourself to get out of bed at 8am on Saturday to work if you know you will be much more productive getting up at 10am

Prioritisation Task

You have been at a family wedding all weekend so you haven't had chance to complete work set for the weekend. It's Monday morning, you have period 2 and 4 free today. **How would you prioritise the following?**

- History Essay due period 5 today
- Friends have asked you to go into town for lunch
- Basketball trials at lunch
- Your Achievement Tutor has asked to see you at some point today
- You have a careers appointment booked for period 4 today

There is no right answer to this. Prioritisation is about working out what needs to be done first and then working from there..

Time management - prioritising



Think about how you can manage your time more effectively this term

- Will you start to use a diary or planner?
- Can you use your study periods more effectively?
- How about using the 'importance/urgency' method on your to do lists?



WHEN YOU
PRIORITIZE,
ALL THE
IMPORTANT STUFF
GETS DONE.

Set yourself a time management target and add it to your Cedar ILP?