Time Management Tips

Worried that there aren't enough hours in the day?

Here are some tips to take control of your time:

1. Concentrate on being effective, not on being busy.

2. Minimise Distractions.

3. Don't do the work of others.

4. Plan in 'bite sized' chunks.

5. Delegate effectively.

6. Prepare for tutorials / groupwork.

7. Be decisive.

8. Do it now.

9. Give realistic promises.

10. Learn to say 'No'

11. Avoid perfectionism.

12. Steer clear of clutter.

13. Consolidate your time.

14. Control interruptions/distractions.

15. Marginal time should be used wisely.

16. Leave time free for the unexpected as you can always use it.

17. Look at your aims/responsibilities and identify your key goals; set objectives for each goal.

18. Get a good night's sleep and take care of your body to keep you healthy.

Time Management Tips

Worried that there aren't enough hours in the day?

Here are some tips to take control of your time:

1. Concentrate on being effective, not on being busy.

2. Minimise Distractions.

3. Don't do the work of others.

4. Plan in 'bite sized' chunks.

5. Delegate effectively.

6. Prepare for tutorials / groupwork.

7. Be decisive.

8. Do it now.

9. Give realistic promises.

10. Learn to say 'No'

11. Avoid perfectionism.

12. Steer clear of clutter.

13. Consolidate your time.

14. Control interruptions/distractions.

15. Marginal time should be used wisely.

16. Leave time free for the unexpected as you can always use it.

17. Look at your aims/responsibilities and identify your key goals; set objectives for each goal.

18. Get a good night's sleep and take care of your body to keep you healthy.