

TIPS TO MANAGE YOUR TIME EFFECTIVELY

There are always 24 hours in a day. It's how you use that time that's important. Most of us could be using our time smarter and getting more done. Here are some tips to help you manage your time better and stay happy and well.



1. Think about how you're using your time now

You might like to grab a piece of paper and jot down everything you usually do in a day, and when you do it. Start with a day when you have set times to be somewhere or doing something, like at school or work. Then you can look at other ways you spend your time. You might include the time you spend exercising, at church, with friends and whānau or on social media.

2. Think about how you would like to be using your time

Is there something you want or need more time for? You might like to spend more time with your boy/girlfriend or practice with your band. Think about how much time you would need for this each day or each week. Then look at how you're spending your time now. Do you have any spare time that you could use? If not, where could you make some time? We usually make time for the things we really want.

3. Work out what else you might need

Sometimes we need to do more than just make time if we want to get things done. If you want to smash out your homework so you can go hang with your friends, you'll really need to focus. You could think about turning off your phone or finding somewhere quiet to work. Or you might want to make time for driving lessons with your dad each week and you need to fit this in around his work.

4. Work out your priorities

When life is busy it's easy to feel like you don't know where to start. Think about what you need to do first. If you need to be somewhere like at school or work, that's usually the top priority. Then you can work out what to do next. If you have a ton of things to do, ask yourself if they all need to be done today. If not, find or make time to get them done another day.

5. Get yourself organised

One easy way to waste time is to be disorganised. No one wants to be late to the game because they've lost their keys! If you think ahead and find what you need before you need it, you can just pick it up and run!



6. Focus on one thing at a time

If you try to do lots of things at the same time, it's easy to get distracted or make mistakes. This only slows you down. It's usually better to focus on one thing at a time and do it right the first time.

7. Try not to put things off

It's easy to put things off when we're busy or we just don't want to do them. We all do it! The problem is that we just end up thinking about it twice. If we do things straight away, we can get through our list of things faster. Then we'll have more time to do the things we want to do!

8. Make sure to take breaks!

It's important to take regular breaks even when we're really busy. Giving our brains time to rest, even if it's just for 5 minutes, means we can focus better when we get back to what we were doing. This usually means we can do a good job and get it finished quicker.

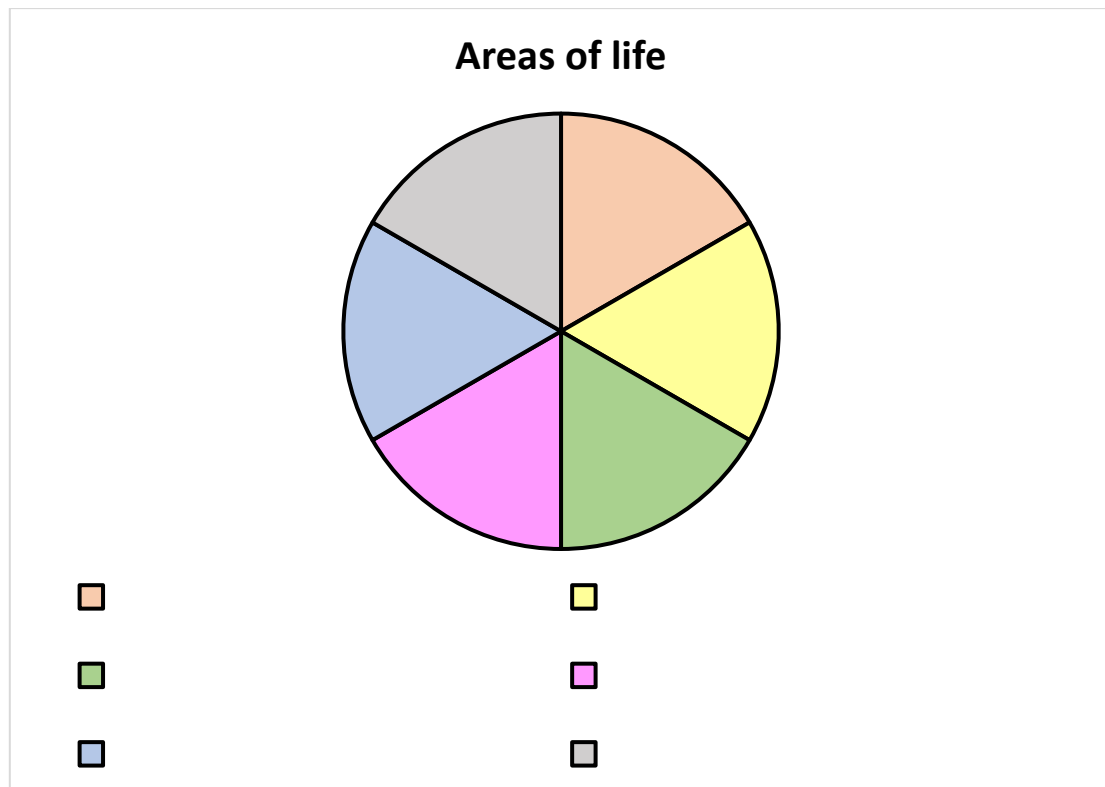


ACTIVITY

Here's your chance to think about how you can manage your time better!

1. Start by writing a key area of your life in each of the pie chart segments below.

You might like to include areas like sport; school and/or work; cultural activities like kapa haka; time spent with whānau and/or friends; time spent alone; time spent doing things like hanging out at the mall or going to church; and so on. You should also include sleeping as one of your key areas.



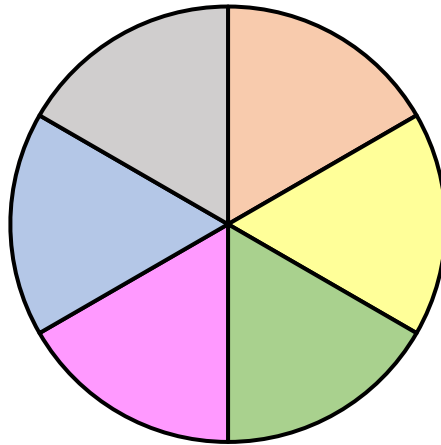
2. Write in each segment the amount of time you would usually spend in a day doing these things. And be honest. This should add up to 24 hours.

For example, you might spend 8 hours sleeping, 6 hours in class, 2 hours at the gym, 1 hour helping to make and eat dinner with your whānau, 2 hours hanging with your mates and 5 hours watching TV (= 24 hours).

3. Now take a look at what you're spending your time on. Are you happy or unhappy with this? Is there anything you'd like to do differently?

4. If you would like to make some changes, use the diagram below to do the exercise again. Feel free to add anything else you've thought of. And don't forget to write how much time you want to focus on each thing (e.g. Exercise for 1 hour).

Areas of life



Nice work! You might like to print this out and keep it on your wall. This will remind you how you want to be spending your time each day. You could also do a different diagram for each day of the week.