

WHY TIME MANAGEMENT IS IMPORTANT

Don't we organise our time automatically?

The answer may well be no! For example, do you know exactly how you spend your time, or do you just drift through your days, doing what you want when you want?

This casual approach may be fine until you realise that an assignment is due in a week, and you haven't started work on it. In the same week, you also have to do some reading for a lecture, and prepare a presentation.

Leaving things to the last minute could lead to:

- feelings of anxiety and being under pressure
- not knowing where to start on all the study tasks you have to do
- other important areas of your life being pushed aside
- rushed, careless work
- missing the deadline
- a mark lower than you wanted.

The juggling act – getting the balance right

We all have different areas of our lives which we have to balance against each other. To identify the areas of your life which you need to manage, answer yes or no to the following questions:

- Are you doing a course of study?
- Do you have a paid job?
- Do you do any voluntary work?
- Do you run a home?
- Have you a partner and/or children?
- Do you have a social life?

If you answered yes to several of these questions, you need to balance your life. Managing your time is the way to do this.