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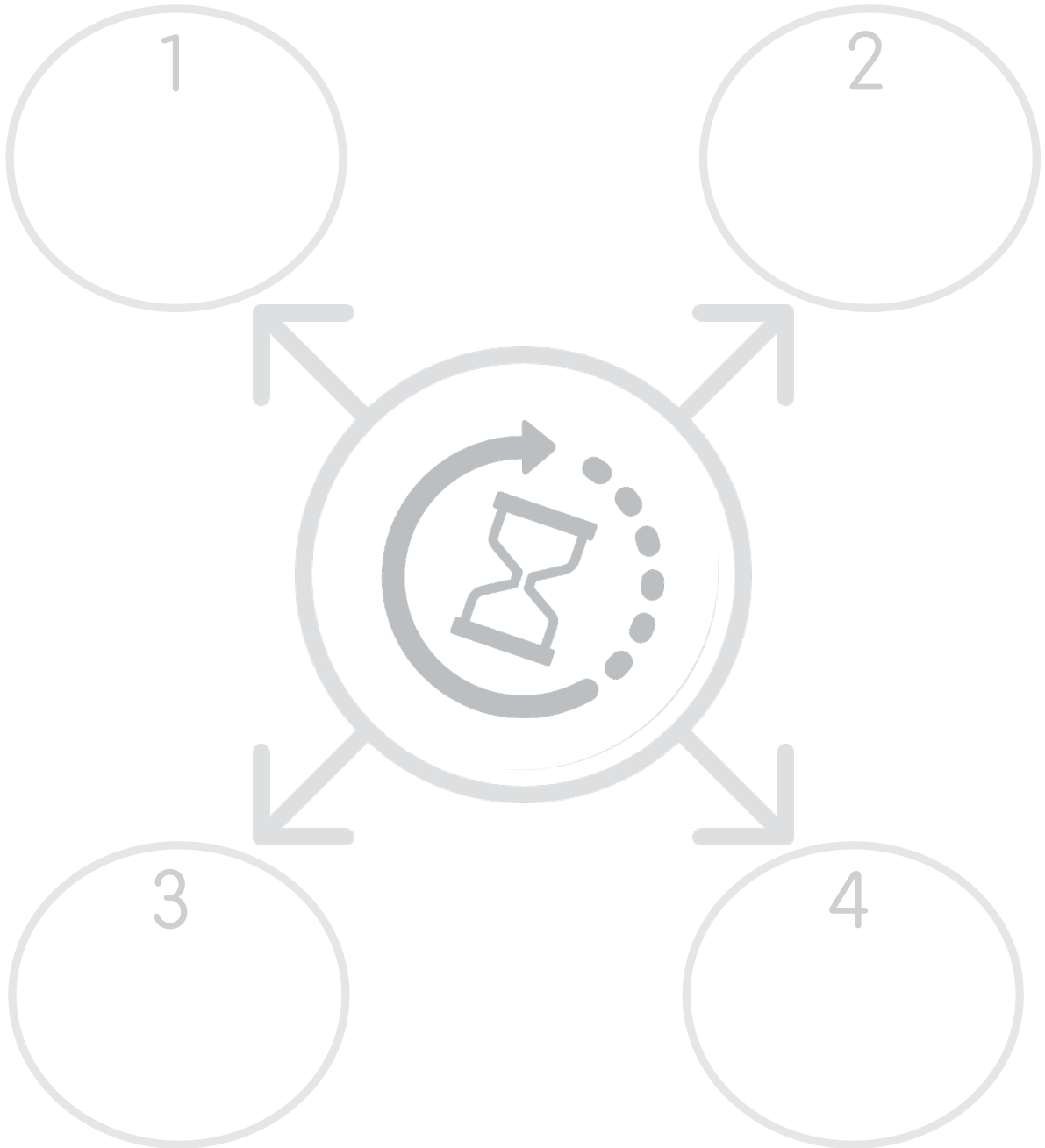


# TIME MANAGEMENT

AND BEATING PROCRASTINATION WORKBOOK



# 4 elements of time management





# Finding time

If your daily schedule is already full and you want to add in study, it means something has to come out of the schedule in order to fit study in. The question is, what should you take out?

Step 1

## Determine your specific priorities:



Sport

What?

When?



Social

What?

When?



Hobbies

What?

When?



TV

What?

When?



Job

What?

When?



Step 2

## Create a weekly planner:

- 1.
- 2.
- 3.
- 4.

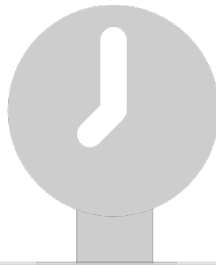


### Example planner:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							Sleep in
8:00	School						
9:00							
10:00							Basketball
11:00							
12:00							
1:00							
2:00							
3:00							
4:00		Swimming		Swimming			
5:00			Guitar lesson		McDonalds		
6:00							
7:00							Party
8:00	Netflix						
9:00			Netflix				
10:00							
11:00							
12:00							



# Prioritising



There are 2 areas where you can spend your time in the final years of school.

Zone of Demand

Zone of Marks

Kind of work



Kind of work



Result



Result



Prioritise the  tasks & fit the  around them.

➤ Your goal is to do

➤ A non-required task should take



## Non-required tasks

By prioritising the non-required tasks, we get the opportunity to do high value work incrementally across the year. As a result, when we reach revision time for exams, we already have a major head start. See an example below of how a student used a non-required task planner to map out each non-required task she would complete for her subjects over a 4 week period. Remember, each task should take 15-30 minutes maximum!



### NON-REQUIRED TASK PLANNER

Subject	Week 1	Week 2	Week 3	Week 4
English	Find practice essay & read question	plan essay	write 1st half of essay	finish essay
Math	Review weekly notes	Revision qns	Revision qns	
Science	Make definition glossary	Review definition glossary	Do q1 from last year exam	Do q2 from last year exam
History	Read WW2 article	Make notes on WW2 article	Do q1 from last year exam	
Drama	Review class notes	Find info on method acting	Make notes on method acting	
Geography	Find case study online	Make notes on case study		



Download a non-required task planner from the Student Portal at [www.elevateeducation.com](http://www.elevateeducation.com)



Rule 1

## Creating a study group

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7



## 4 REASONS FOR PROCRASTINATION



Reason:

Solution:



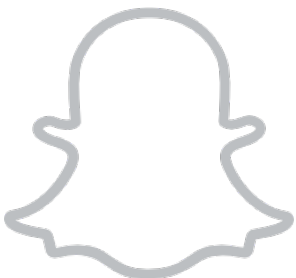
Reason:

Solutions:



Reason:

Solutions:



Reason:

Solutions: