



Tools for managing your time

Here are a range of tools to help you to manage your time. Experience has shown us that students do this in a wide variety of ways, using timetables, weekly and daily planners, lists and priority diagrams. For some it seems easier if their timetables are in portrait form (like this page) while others prefer to see their timetables laid out across the page. We have therefore offered both styles. You will find:

- Weekly timetable
- Weekly planner
- Day planner : 2 versions
- Action pad
- 2 week timetable : 2 versions
- Priority square

Weekly timetables

If you fill in your regular teaching sessions and appointments on the weekly timetable, you can then photocopy it and use it to plan what you need to do each week.

It can be very illuminating to see where all your time goes, so try using a weekly timetable to track what you do during a whole week. If you take a few minutes to record exactly what you did at the end of every day, you will find out what times of the day you work best and also where you use time inefficiently.

Priority Square

Enlarge the priority square to A3 size or draw one out on a white board. Write down each task on a small post-it note and place it on the square in the appropriate square. Decide whether a task is important and urgent (the assignment for the coming week) or just important (renewing your insurance) or urgent but not that important. You can move the post-it notes around as the priorities change.



Weekly timetable

Timetable for the week commencing.....

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							

You can add details of your regular timetable and then photocopy this page to help you produce a plan for the week ahead.



Day planner

Date.....

Tasks for the day

9.30		
10.30		
11.30		
12.30		
13.30		
14.30		
15.30		
16.30		
17.30		
18.30		



Timetable

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Timetable

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Priority square

Urgent

Non urgent

Important

Not important