



Coiste Gairmoideachais Chontae an Chabháin  
County Cavan Vocational Education Committee

## Time Management Skills

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Time management is about organising your time so that individual activities fit into your life rather than taking it over. Remember that no matter how much you have to do – there are only 24 hours in the day (16 if you count sleep). So be realistic and say, “There is only so much I can do.”

Some helpful suggestions;

- If you write down what you have to do and when you have to do it, you won't forget. It gives you some “headspace” as there is less you have to try to carry around in your head.
- Make a list of things you have to do. Divide them into “**urgent tasks**” and “**tasks that can wait**.” Begin with the urgent ones.
- Make a weekly timetable.
- Try to work out how long certain tasks will take and match them with appropriate time slots. Fit short tasks into spare moments in your day.
- Say “no” to people and things that are not important to you.
- Decide where you are going to study and try to ensure that it is away from music, noise and lively people.
- The average concentration span is 40 mins. Study for short time slots. It's easier to face into 20 mins than one hour.
- Set a goal each time you sit down to learn. When you are finished you can ‘tick it off the list’ and say ‘I did it’.
- Reward yourself once you have completed your task with, a cup of tea, coffee, etc

**NB** Make sure there is enough time for your regular commitments such as work, family, leisure and social activities. Now you can see where it might be possible to find time to study and you can plan the best use of that time.