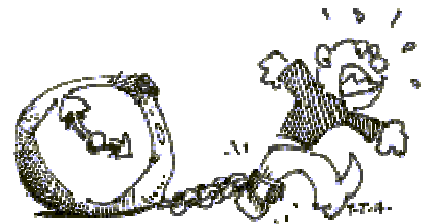


TIME MANAGEMENT MADE EASY

Most of us are bothered by the fact that there are too many things to do and not enough time to do them in. What would you say if someone told you that you could be a full-time student, have a part-time job, carry out household chores, start a new hobby, and have time for socializing, all in the span of one week? It's not impossible. The trick lies in being able to manage your time. Just think, there are 24 hours in a day, 144 hours in six days, and one day left for pleasure.

Monday to Saturday = 144 hours	
Class time:	21 hours per week
Sleep & Meals :	66 hours in six days
Part-time job:	20 hours per week
Hobby:	7 hours per week
Clubbing & Socializing:	<u>10 hours per week</u>
Total:	124 hours



So now you've got 20 hours a week to study and do homework plus one day to rest or to concentrate on an important assignment.

Now, what we're most concerned with is those 20 hours of study. Here are some tips to help you save time:

- ⊕ About half the normal time to study is saved by being VERY attentive in class and taking down precise notes.
- ⊕ Make sure to go over your notes in the evening in order to better understand what was taught. This may be done on your bus ride home from school or on your ride to work.
- ⊕ Make a schedule that includes time allotted for all activities, i.e. study, leisure, work and rest.
- ⊕ Stick to your schedule and DON'T make excuses for not following it; take the responsibility for ensuring that you are at least TRYING to maintain it.
- ⊕ Be your own nag: Keep an agenda with you at all times and keep reminding yourself of what needs to be done until it is completed.
- ⊕ Establish a routine to make your study time a habitual part of your day. @ When reading a novel, read it once very carefully so that you don't have to reread it. It's

better to be a slow reader and understand what you read than to waste time rereading chapters.

- ⌚ When reading a textbook, underline important points and write brief summaries as you go along to help you with your studying later on.
- ⌚ For essays, mull over the assigned topics while you're taking your shower or washing the dishes. Jot down any ideas that come to mind and before you know it, you'll have a concrete outline for what you want to write.
- ⌚ Finally, don't forget that your leisure time is precious, so be very selective when deciding how to spend it, i.e. what T.V. program to watch, who to call, what to see, etc.

These are ten easy rules to manage your time. Now, not everyone has a part-time job, or a full-time course load or other extra-curricular activities, so those 144 hours should really be sufficient and flexible ...and don't forget, you still have one day left to rest.