

Time Management



Ideas for Managing Your Time

Meeting deadlines can sometimes seem overwhelming. If you are training and are still at school or at work and possibly even coaching, you must learn to manage your time, so that you don't get snowed under. If you manage your time and plan what you have to do then it will help you to be more organised and meet the deadlines you have. At the heart of time management is an important shift in focus:

Concentrate on results, not on being busy

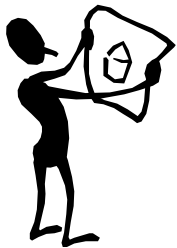
Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things. Here are some suggestions for maximising the time you have available.

Set Goals

It is a good idea to think about what you need and want to do with your time. From this you can set your goals, which may help you to manage your time more effectively. You may want to check out the fact sheet on goal setting for more information.



Project Plan



Ever had a big project to do for work or school and never quite known where to start? It may help to write down all the things you need to do to complete the project. List the final goal at the bottom of a blank sheet of paper. You then need to list, in order, the other things that need to be done in order to get to the final goal. An example of this is write down the steps for making a cup of tea, for making a sandwich or toasting bread. Get a wall calendar and make off the date when your final goal needs to be achieved and then mark off time points for each task so that you can make your final deadline. This can give you some direction and help you achieve your goals with less stress.

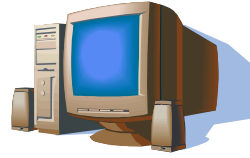
Use a Diary

Writing down appointments, homework, or things you have to do will help you to keep track of what is coming up. This way you may avoid things catching you by surprise. Use a wall calendar to show everything that is on during the month, or even the year. It might help remind you of events that are coming up.



Switch the Phone or Email Off!

If you find that you are being distracted by time on the phone or answering emails or just chatting on the internet, then it might help to disconnect it or put the answering machine on for a while. You can always reconnect or ring people back later.



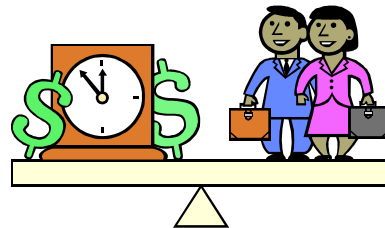
Be Flexible



Sometimes situations change and you may need to re-adjust your goals, your free time or your training to fit in with any changes. You may find that the number of school assignments suddenly increase towards the end of term, so you may have to reduce your training schedule until the assignments are complete. Alternatively, you may be preparing for a big competition and may need your coach to ask you school to assist by adjusting your school program.

Balance Your Time

Having a balance of activities in your life may help to avoid you burning out. It is a good idea to find time for relaxing, being active and hanging out with friends. Spending time relaxing or re-energising yourself will help you with your ability to focus on your training and your study.



Talk to Someone



It is not uncommon to have lots of things that you need to get done and this may make it difficult to manage your time. If you are finding it hard to manage, it may be helpful to talk to a coach, teacher, lecturer or even a counsellor. The more you bottle something up inside, the harder it becomes to fix. The more stressed, aggravated and angry you become, the less you will achieve at school and at training. This will also affect your personal relationships - so take the time to find a solution.