

# A Level + L3 Voc

# Time Management



# STUDY SKILLS

## How to be Successful in your Studies at A level/Voc L3

## ACTIVITY:

## What characteristics make a successful student?

Working in pairs, complete the grid below, putting the most important qualities at the top. Compare with another pair, what differences have you put, and why? Who is right?


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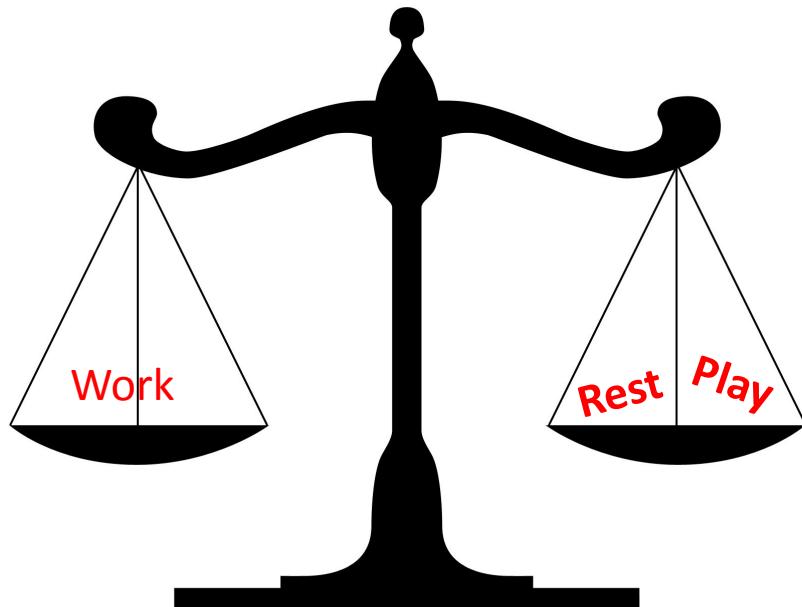
## Managing your Time

### What is Time Management?

The act or process of planning and exercising control over the amount of time spent on specific activities.

### Why is it important to me?

Because it will help you to keep a balance between  
work, rest and play.



It will increase the effectiveness of your learning and help your productivity.

It will allow you to get everything done, to the standard both you and we expect.

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Imagine that you have a jar and you have got to fill the jar with some rocks, pebbles and sand.

How would you go about arranging all of these materials into the jar so that they all fit?

**Q:** What would happen if you put the sand in first, then the pebbles and the rocks after that?

**A:**

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Imagine the rocks represent your daily tasks ;

**Rocks** = the important jobs that need to be completed as soon as possible.

**Pebbles** = Jobs that need to be done but are not urgent.

**Sand** = Tasks that are not necessary

### **ACTIVITY:**

Now that you know what these materials represent, draw a diagram of how you would arrange them.



**Q:** Why have you arranged them this way?

**A:**

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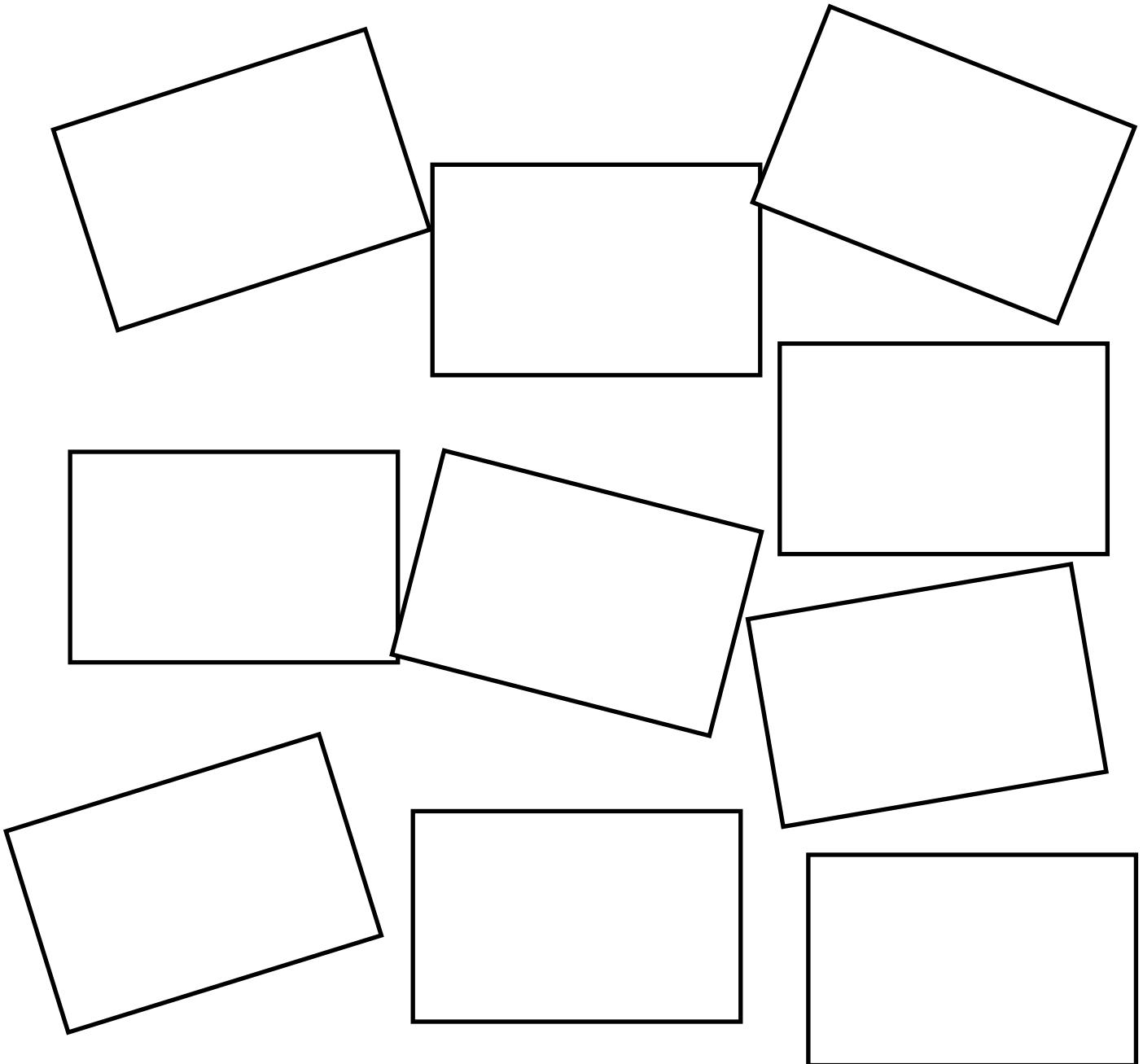
## Managing your Time

### ACTIVITY:

In no particular order, put 10 things that you did yesterday into the boxes below. These can be things that you have done both within and out of school.

For example; '*watched the football*', '*went to the council meeting*', or '*finished my sociology homework*'.

### 10 Things I Did Yesterday...



The image contains ten empty, tilted rectangular boxes arranged in a cluster. These boxes are intended for students to write down ten things they did yesterday. The boxes are tilted at various angles, creating a dynamic and non-uniform layout.

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## ACTION PLAN/TO-DO LIST

One way that you can prioritise your tasks is to make a to-do list or action plan. This would usually include your homework, independent work and whatever else you think you may need to include.

It's a good idea to prioritise your tasks into an **ABC system**.

**A = Abolutely needs doing as soon as possible**

**B** = Blatantly important but doesn't need completing straight away

**C = Could be left to another day to complete**

## ACTIVITY:

Now place the 10 things you did yesterday in the following table, it doesn't matter what order you place them in as long as you put A, B or C next to them so you know which ones you need to tackle first.

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### Time Management

Research has shown that if you revise for long periods, your concentration decreases.

So instead of sitting in front of a desk for hours on end, try and do your work in short 25 minute bursts, with a 5 minute break.

