

GET READY TO...

Experience



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Time Management - Scheduling

SWAC Advisors
School College Partnerships

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Time Management and Scheduling

We don't give enough credit to time management! I had always thought of it as a bit of a waste of time but a few years back, I was forced into it....Good crikey! What a difference it has made...Let me explain 😊



yep pretty much me hahaha
who else has "excellent" time management?

Life before time management

I did not have “time” for doing a weekly grocery shop, so I would just grab a couple of items and run out.

In the morning, had to get to work...went to make myself lunch and had nothing in the fridge. Rummaged around, knocked the last of the milk onto the floor! Had no milk for tea, (for those who know me, they know what I am like if I don't have my tea!)

Had to clean it up, was late for work. Had no food for lunch! Not a good day!☹️
Starving and couldn't concentrate. Had to buy a lunch and a tea. Nothing good left. Ate a stale sandwich from the café cost ridiculous \$\$.

Got home, had to make dinner. Ran out of time. Kids hungry, complaining. It's late. Ordered food – costs more \$\$. Now out even more money. Forgot, no milk for tea! Too late to go shopping. Wake up next day, same cycle continues.

I am now **stressed to the max** and **broke** from paying out for food. All because I didn't manage my time. This was just one small example and how it affected me.

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What exactly is scheduling?

Scheduling just means dedicating certain times of the day (week/month/year) for working on or completing specific tasks or activities.

We will look at monthly (or term), weekly and daily schedules.

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Monthly (or Term) Schedule

The reason that this is first is because it will inform your weekly and daily tasks.

Your first step is to look at the syllabus for each of your courses and mark down in a monthly calendar when each assignment, project or test is due (I would select an eye catching **colour** for these due dates).

Next step is to outline any important activities that will be happening that month, like a friend's birthday, or your driving test etc. Select a different **colour** for social events, another **colour** for appointments (doctor, dentist, driving test etc.) and so on.

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Daily Schedule

This is kind a daily “to do” list of your short term goals. It is a good idea to write out your tasks each morning so that you have the day to get them done. Write them in your phone, or on a notepad (not on a scrap of paper that can get lost!)

It is very gratifying checking off the tasks!

Make sure that they are attainable tasks and are specific. For example, it might be:

English – read novel pgs. 12-25

Math – questions 1-4

Make grocery list (don't forget the milk)

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Weekly Schedule

The weekly schedule is made up of the monthly and daily schedules. Again, choose a different colour for each of the themes, for example:

School day

Homework

Social

Appointments

Work schedule

Gym/Workout

Chores

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Weekly schedule continued

Enter all of your commitments for the week using your colour code from the previous slide. Enter in the days that you are in class, deadlines etc., add in your work shifts, appointments, social events etc.

Next, add in your daily list tasks such as:

Grocery shopping (Monday – don't forget the milk)

Laundry (Tuesday)

Homework, (read novel pages 12-25 Monday, pages 26-40 Tuesday, Math questions 1-4 Wednesday etc.)

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Scheduling

Making a schedule is the easy part. The hardest part is sticking to it!

It is going to take motivation and commitment to stick to it. Find your motivation (for example finishing high school and getting rid of us, or proving to yourself that you could do it).

The commitment part involves ensuring that you work on the tasks every day.

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Commitment

My advice is to make each task realistic so that it increases your commitment levels. For example, don't schedule to read a whole novel in one evening!

I recommend that you break your tasks down into bite size chunks (i.e. study for just **20 minutes** a night, only do a **few questions** of math etc.)

Also, make sure that you **reward** yourself each time you complete a task! It doesn't have to be a huge reward but something that makes you feel good (listening to a favourite song, watching 5 minutes of your favourite influencer etc.).

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Balance

The most important thing is to make sure that you have a balanced schedule.

You need to ensure that you give yourself enough time to sleep, eat, have fun and relax, as well as getting your tasks done.

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Balanced Schedule

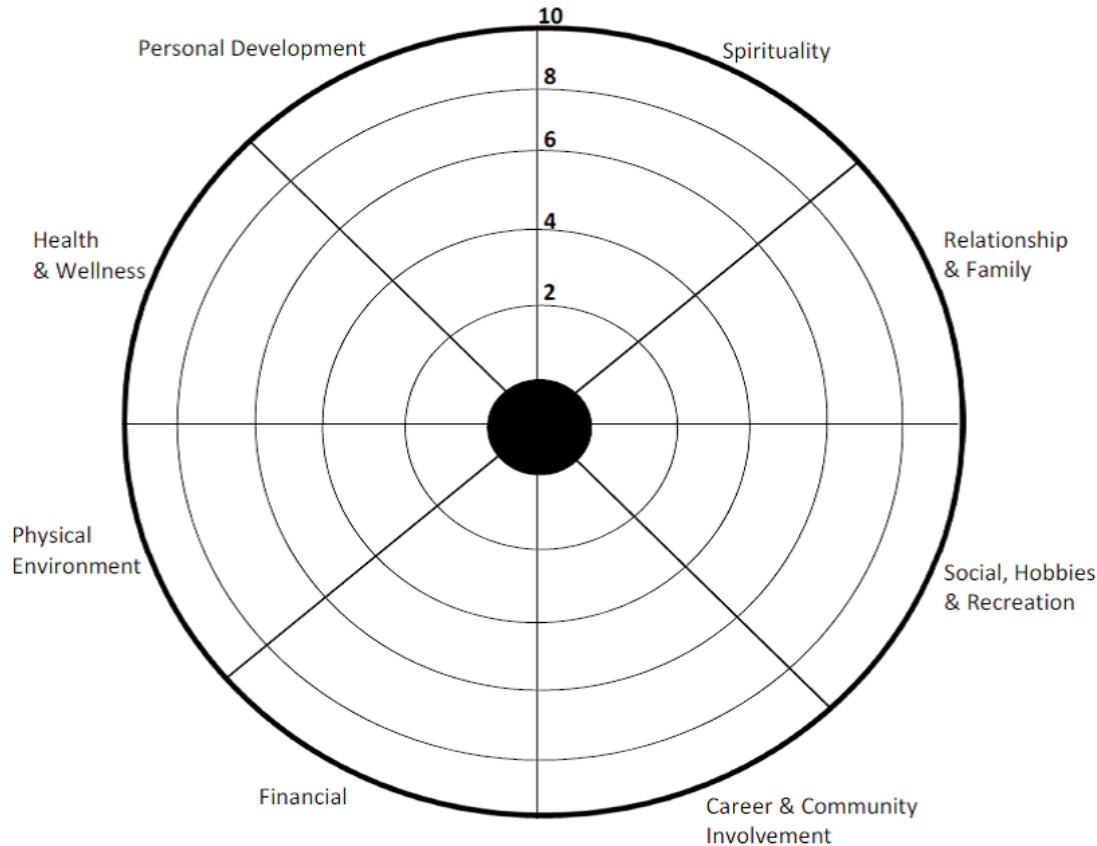


EIGHT DIMENSIONS OF WELLNESS

1. **EMOTIONAL**—Coping effectively with life and creating satisfying relationships
2. **ENVIRONMENTAL**—Good health by occupying pleasant, stimulating environments that support well-being
3. **FINANCIAL**—Satisfaction with current and future financial situations
4. **INTELLECTUAL**—Recognizing creative abilities and finding ways to expand knowledge and skills
5. **OCCUPATIONAL**—Personal satisfaction and enrichment from work and school
6. **PHYSICAL**—Recognizing the need for physical activity, healthy foods, and sleep
7. **SOCIAL**—Developing a sense of connection, belonging, and a well-developed support system
8. **SPIRITUAL**—Expanding sense of purpose and meaning in life

www.samhsa.gov/wellness

Wellness Wheel – Create Your Own



Choose different colours for each section.

Colour in the section to the number that you feels corresponds to that area of your life. A higher number = more active in this area

If there is an area or two that you do not devote enough time to this area, find ways to increase it.

For example, if social and health & wellness are low, you could organize a walk in the forest with a friend and increase both!