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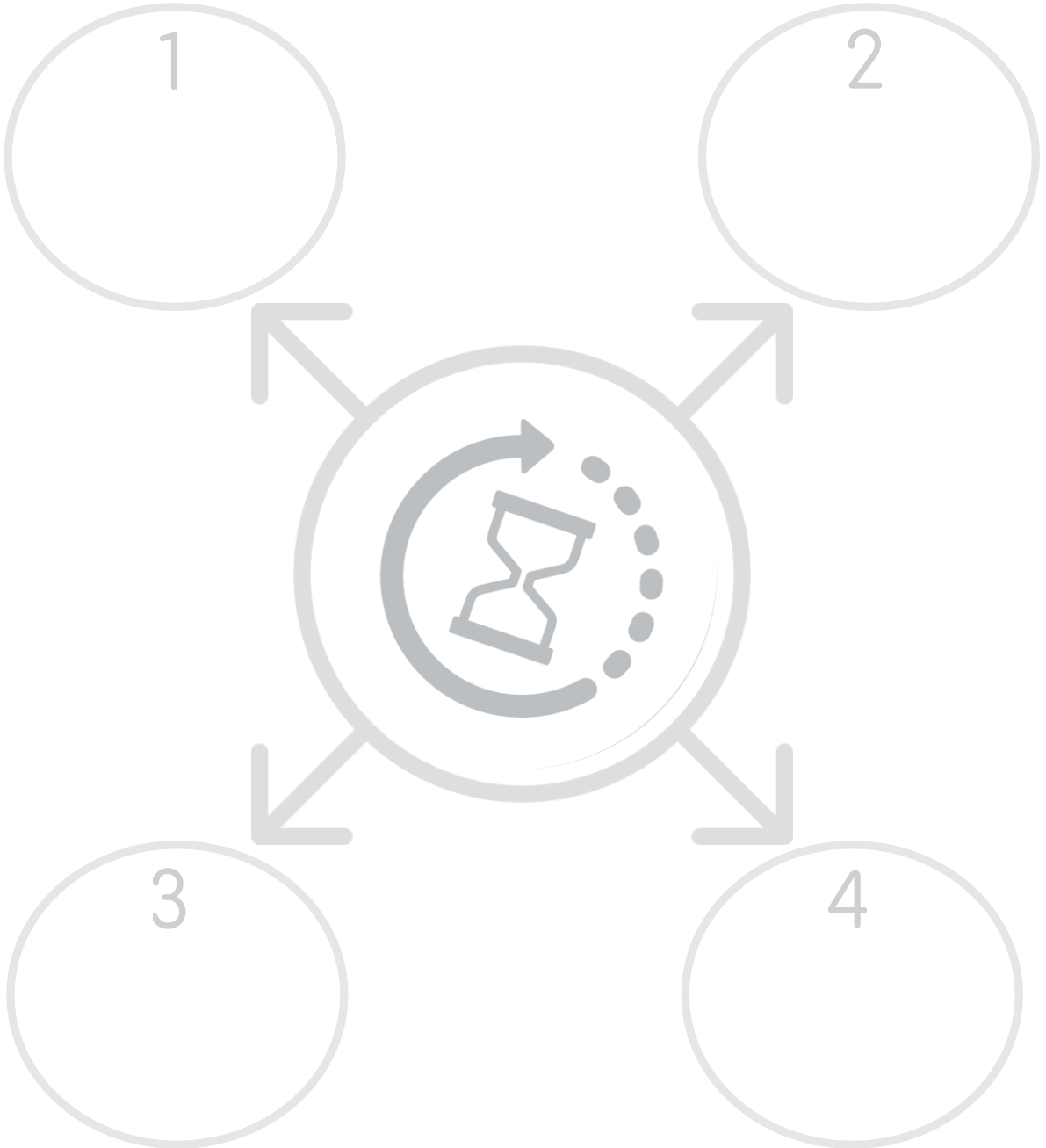


# JUNIOR TIME MANAGEMENT

AND BEATING PROCRASTINATION JUNIOR WORKBOOK



# 4 elements of time management





# Finding time



How much time do you spend on these activities?



What? \_\_\_\_\_ When? \_\_\_\_\_



What? \_\_\_\_\_ When? \_\_\_\_\_



What? \_\_\_\_\_ When? \_\_\_\_\_



What? \_\_\_\_\_ When? \_\_\_\_\_



3

Handy hints for homework:

1.

2.

3.

*Which hint /s could you begin to use right now?*





## Why we revise



What kind of revision can you be doing nightly?

- 1.
- 2.



How much revision should you be doing?

- 1.
- 2.



*Handy tip for getting revision done:*

If you have a lot of homework, then you might not have enough time to take notes for revision. In this case you should at least re-read over your notes or the text book. No matter what through, no matter how much homework you have, you should at least put time aside to read over your notes. Remember – it's going to save you time in the long run,



# Managing exam and assignment deadlines

- In order to ensure that assignments are ready on time, you need to  the assignment into . This should also be done for exams.



Assignments have  pieces.

Step 1

Step 2

Step 3

Step 4



# Managing exam and assignment deadlines

How to break an assignment into its 4 parts:

Step	Task	Time
Research	➤	➤
	➤	➤
	➤	➤
	➤	➤
	➤	➤
		Total:
Organise	➤	➤
	➤	➤
	➤	➤
		Total:
Write	➤	➤
	➤	➤
	➤	➤
		Total:
Present	➤	➤
		Total:
Total days work to complete assignment =		

Now you need to enter each of these steps into your diary

The trick is to work .



*Breaking a science exam into small pieces:*

Step	Task	Time
Prepare notes	➤ Find out from the teacher what will be examined	➤ 1 day
	➤ Summarise notes	➤ 1 week
Memorise	➤ Most people memorise 4 pages of notes p/hour	➤ 5 days
	➤ Notes = 20 pages	
	➤ = 5 hours to memorise	
Test	➤ Get parents to quiz you on notes	➤ 1 day
	➤ Do practice questions in textbook	➤ 1 day
	➤ Get parents to quiz you on notes a final time	➤ 1 day
		Total:

Total days work to be prepare for the exam = 16 days

*Breaking a math exam into small pieces:*

Step	Task	Time
Practice	➤ Do questions in Part 1 of text	➤ 3 days
	➤ Do questions in Part 2 of text	➤ 3 days
	➤ Do questions in Part 3 of text	➤ 3 days

Total days work to be prepare for the exam = 9 days





	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
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9:00							
10:00							
11:00							
12:00							



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