MANAGING YOUR TIME & GETTING ORGANISED: TAFE Western Students

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adapted from Kathryn Walker Counsellor “Time Management 2015” for TAFE Western Student Hub: Parkes

www.wit.tafensw.edu.au
WHAT WE WILL LEARN

• Why you should Manage Your Time

• Recognise what affects your productivity

• Strategies to help:
  – Manage your time
  – Get organized
  – Stay organized
  – Work out your own style for producing the most work
WHEN YOU MANAGE YOUR TIME

- You are more productive
- You reduce your stress
- You improve your self-esteem
- You achieve balance in your life
- You avoid meltdowns
- You feel more confident in your ability to get things done
- You reach your goals

https://www.jdrf.org.uk/get-involved/organise-your-own-event
THINGS THAT AFFECT OUR TIME MANAGEMENT

1. Disorganised
2. Interruptions
3. Unclear goals
4. Periods of Inactivity
5. Trying to do too many things at once

6. Stress & Fatigue

7. Procrastination & Avoidance

(Hellsten, 2012; Steel, 2009)
HOW DO WE MANAGE OUR TIME BETTER?
USE ORGANISATIONAL TOOLS

- Put a yearly planner on your wall for big picture planning and add all your dates
- Use a diary for day to day planning and appointments
- Use an electronic calendar which syncs to your phone/ipad/tablet

GET ORGANISED!! – IT IS WORTH THE TIME & EFFORT
ORGANISE YOUR SPACE

• Pick a spot and set it up

• Or put all your stuff in a bag ready to go and go to the Library


GET ORGANISED!! – IT IS WORTH THE TIME & EFFORT
ORGANISE YOUR PAPER FOLDER

• Name it: Individual Support CHC33015

• Set up dividers that are the same as the schedule your teacher gave you

• Use the schedule as your contents page in your paper folder

* Orientation & Course Info
  * Wk 1-3 CHCCOM005
  * Wk 4-5 HLTWHS002
  * Wk 6-7 CHCLEG001

GET ORGANISED!! – IT IS WORTH THE TIME & EFFORT
ORGANISE YOUR COMPUTER FILES

• Name it: eg CIII Aged Care 2015

• Set up subfolders within your main folder – name them from the schedule your teacher gave you

• Follow format of schedule

GET ORGANISED!! – IT IS WORTH THE TIME & EFFORT
GET ORGANISED FOR EACH ASSESSMENT

Useful Assessment Resources

- TAFE Western Library Portal for:
  - Current
  - Reliable
  - Authoritative
  - Accurate information

- Tutorials and tools for quicker assignment completion
FILE YOUR WORK AS YOU GET IT.

File your paperwork
• As you get it
• In the correct tab

File your electronic work
• In the correct folder
• Save constantly
• Backup to a thumb drive

STAY ORGANISED!! – IT IS WORTH THE TIME & EFFORT
PRIORITISE GOALS

- Do the urgent tasks
- Add realistic deadlines to each task
- Try to do the hard things first
- Start early so if anything does happen you still have time
- Be flexible as things can happen

STAY ORGANISED!! – IT IS WORTH THE TIME & EFFORT
SETTING PRIORITIES
Think about:
• What time of day you work best

• Where you work best

• Setting realistic goals

• Strategies for those times you are avoiding your study

• Accepting that sometimes your plans don’t pan out

• Leave enough time for things to go wrong

STAY ORGANISED!! – IT IS WORTH THE TIME & EFFORT
SETTING PRIORITIES

Find a Way that suits you.

• You need to know what is important to you and what tasks will lead you to achieve what you want to achieve

• You need to know what will be easy and what will be really hard
DON’T WASTE TIME ON THE UNIMPORTANT

• Decide what is important

• Spend **most** of your time doing on what is important
CLASSIFY EACH TASK

ABC Method

- A = Vital
- B = Important
- C = Nice
PRIORITISING

Make a list of all the things you have to do each day.

STAY ORGANISED!! – IT IS WORTH THE TIME & EFFORT
Grade your list.

But how? - do you choose:

- Hardest First?
- Quickest First
- Most Urgent?
- Most Important?

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Tasks</th>
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</thead>
<tbody>
<tr>
<td>8.30</td>
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<tr>
<td>9.00</td>
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<tr>
<td>1.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.30</td>
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</tbody>
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Method 1: 
HARDEST THING FIRST (OR EAT A FROG)

Is this the way for you?

• Do the hardest thing first, then the rest of the day will be a breeze
Method 2: REGULAR ACHIEVEMENTS

If building a sense of achievement makes you try harder

- Do a couple of quick tasks first and tick them off
- Break up complex tasks into smaller tasks and tick off as completed
**DO IT NOW!**

- Start straight away
- Tick off as completed
- Transfer uncompleted tasks to next day
- Reward yourself for completing tasks at the end of the day/week

### Date 24th February 2016

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<th>Time</th>
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<th>Prioritise 1-14</th>
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<td><strong>Organise for swimming carnival</strong></td>
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<td><strong>Get started on History/Maths/English assignments</strong></td>
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### Date 25th February 2016

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<td><strong>Organise swimming carnival</strong></td>
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<td></td>
<td><strong>Lunch with friends</strong></td>
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Reference List

- Slide 3 https://www.jdrf.org.uk/get-involved/organise-your-own-event
- Adapted from Kathryn Walkers (Clinical Psychologist TAFE Western) : Time Management PPT 2015