



St Neots Tuition

Year 11 Study Skills

Week Two:

Time management

Have you got enough time?



What to do and when



(and for how long...)

What do you spend all your time doing? It's not always easy to know, but it's a good idea to try to find out.

Think carefully and be very honest with yourself when filling in the table below. If you're stuck, you can try downloading the 'time diary' at www.stneotstuition.co.uk. You will find an empty three day schedule in which you can record how you actually spend your time on three real days. You can always print out two if you need a longer period. You may surprise yourself!

Once you've done that, have a go at filling in the table.

Activity	Number of hours per week
class time	
homework	
part time job	
exercise (e.g. going for a run, to the gym, etc.)	
sleep	
travel (e.g. to and from school)	
eating	
bathroom	
clubs, extra-curricular activities	
jobs around the house	
socialising with friends	
family activities	
television and computer games	
phone chat or play	
other:	
Total	

Did you know that there are 168 hours in every week?

Subtract your total from 168 to find how many free hours you have.

Write the number here _____

If the answer is zero or less you need to have another look!

Next, you will be asked to consider whether you are making the best possible use of your time. You can do this by yourself or discuss it with someone who you think might help you.

You don't need to cut out all the things you enjoy doing and fill up your time with the things you 'should' do, but don't want to. But you do need to find a balance. Bear in mind what you want to achieve during this school year.

Write something you should/could do less of, and also write down your reason why. How much time could you save?

Write something you would like to do more of, and also write down your reason why. How much more time could you spend, and when?

Write down something you would like to start doing on a regular basis, and why. When could this fit in to your weekly schedule?

In the next unit you will use this information to help plan a revision schedule.