

The MatriX Self- help Zones.Zone 3: Time-management.

Balancing schoolwork, study, leisure, sport.

Imagine you're a professional sports player. You buy the right gear, set **dates** for training sessions with your team and agree a **target or targets**, a **game plan** and **time markers** to keep you on track.

The same applies to 'Team You!' in your learning and your life.

With all the things going on you can't afford to waste a moment.

So get organized! Use your school journal or diary.

It's full of important info. not just your timetabled subjects.

D'you know what's a really smart move? - Buy a wall planner. These often come with different shaped stickers (stars, triangles, blobs and lines) in a variety of colours. See the Matrix MiniVid at www.matrix-A2Z.com/WALLPLANNER. Identify each of your different 'life-events' - school, sport, special projects, exams, holidays, family stuff, birthdays etc. Give each of them a specific shape and colour of sticker and **stick 'em on the wall planner** to mark every current and future date relevant to each of the activities in your life.

Now you'll **see your progress**, **gain yourself extra hours each week** and **give yourself the best chance of handing in work on time.**

Prioritise your time. Make a 'to-do' list, with your tasks in order, numbered 1 to..... however many.

Which tasks are important? Which are urgent?

Important = Benefits of completion and disadvantages if not done.

Urgent = Time span in which the work needs to be completed.

Be prepared to change priorities as you go.

Mark off the completed tasks on your 'to do' list and wall planner as you go. You'll be amazed at your progress. It'll **increase your confidence** too.

Create **false (early) deadlines** for yourself. Then you'll have a cushion to give you the luxury of extra time if you should need it!

Is it time for a life-style reality check? Change a few things.

See the free downloads at www.matrix-A2Z.com/choices 'Me! Me! Me!'