



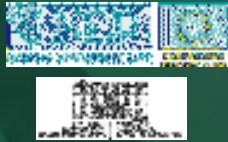
Time Management

Study and Life Balance



Coilte Gaíne/daiclaire Chóirle na hÍ
Póirtéir Ní/Byrta le Clóirle
County Meath VEC
Eolaíche na hEolaíoch na hEolaíoch

MAEGS



Study and Life Balance

Study: Factors to be considered:

Childcare

Tutors Unavailable

Care of Others

Health/Disability

Other Exams

Books Unavailable

Work

No access to Computer

Unexpected Events

Leisure/Rest



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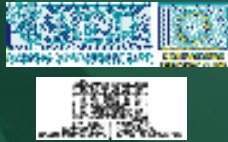


Study and Life Balance

PLAN: Failing to Plan is Planning to Fail.

Develop a journal/timetable of daily activities. This will further help to plan a study timetable.

Allow time for the unexpected. Allow time for Leisure and Rest.



Study and Life Balance

PLAN:

- Set Long-term Goals.
- Prioritise: Non-Urgent Tasks can Wait. Do the Right Thing NOW. It is as important as doing things right.
- Make a To-Do List Every Day. Make sure Goals are Realistic.



Study and Life Balance

SCHEDULE:

What can you realistically achieve with the time you have.

How can you make the best use of time available.

Leave time for things you must do.

Leave some time for the unexpected.

Avoid stress.

Develop a Study Time Schedule with time left.



Study and Life Balance

SCHEDULE:

Learn to Delegate, you cannot do everything yourself. Learn to say NO.

KNOW WHAT TIME YOU STUDY
BEST AND USE IT TO YOUR
ADVANTAGE



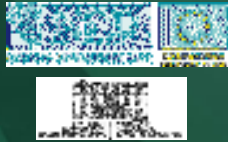
Study and Life Balance

SCHEDULE: To Sum Up

Set Long-term Goals.

Prioritise: Non-Urgent Tasks can Wait. Do the Right Thing NOW. It is as important as doing things right.

Make a To-Do List Every Day. Make sure Goals are Realistic



Study and Life Balance

SCHEDULE: To Sum Up

- Avoid Perfectionism. Unnecessary detail can waste time. This is not to suggest that we do not do things correctly. (Pertinent to Exams).
- Use Spare Minutes Wisely. Get some reading done on bus or kill 2 birds with one stone (Planning).



Study and Life Balance

PROBLEM:

Estimating time accurately: Hence the Study Plan/Timetable needs constant revision.

A series of unexpected events may hold up study schedule. Some flexibility may be required.



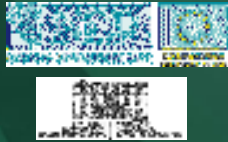


Study and Life Balance

PLAN TO:

- **Not let work/assignments pile up.**
- **Have study completed so that revision can be done leading up to exams.**
- **Enjoy your Study.**
- **Develop areas which need attention.**
- **Use study time to consider options/opportunities. Life-Plan.**





Study and Life Balance

PLAN TO:

- **Manage the long-term Life's Changes.**
- **Take on New Responsibilities.**
Sometimes we fear Success.
- **Develop all areas of yourself, Holistic Development.**
- **Find a Job that Needs Doing, the basis of Entrepreneurship.**



MAEGS



Study and Life Balance

IMPORTANCE OF GOAL SETTING:

A goal helps you to focus on what you would like to achieve in life.

A goal gives you long term vision and short term motivation.

You achieve more when you have a definite focus and a definite goal.



Study and Life Balance

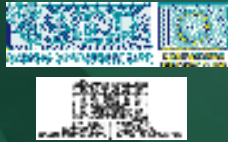
IMPORTANCE OF GOAL SETTING:

Trying to reach one's goal can be a very long process, may take years. Chance to take pride in one's achievements and progress.

Education is a way to gain the skills or knowledge you may need to help you reach your goal.



MAEGS



Study and Life Balance

Improving Your Memory:

- Try to Understand the Material You have Covered.
- Link it to something You Know e.g.. A Place and a Person's Name.
- Do Something with the New Information; Apply New Information to something in your Life.





Study and Life Balance

Improving Your Memory:

- Use of Mnemonics; For example A.R.C. = Age Related Care.
- M.U.R.D.E.R. as a study technique = **Mood, Understand, Recall, Digest, Expand, Review.**