

MANAGING YOUR TIME WELL

Do you sometimes feel that time flies and before you know it, your deadlines are just around the corner?

- As a child, you will be involved in many activities regularly. This includes **school homework, tuition homework, co-curricular activities (CCA), enrichment classes, play time, and spending time with family and friends.** Having so many things to do in a limited amount of time can be quite challenging.
- You will find that you need to manage your time so that you have a good balance of work, play, and rest time!



1. Divide a big task into smaller tasks

Actively work on one small task at a time instead of thinking about the big task, which can be overwhelming. E.g. focus on your exam revision topic by topic for each subject.



2. Prioritise your tasks using a To-do list

Make a list of the tasks that are more urgent and start working on them first. Do not attempt to complete all your tasks at one go. E.g. first, start on the homework that is due tomorrow.



3. Create a timetable and follow it

Plan out how you want to spend your days and don't forget to put in sufficient time for sleep, breaks, and play time too. Design a flexible and realistic timetable for yourself, and try your best to follow it!



4. Avoid distractions

Many of us get distracted by social media, phone notifications, and TV programmes. You can silence these alerts or switch off your electronic devices until you have completed your tasks.



5. A little rest goes a long way

We do get tired and restless after working on a task for some time. Take a short break before continuing with the task: do some stretching, look out the window, or take a short nap.



6. Seek help from trusted adults

Sometimes no matter how well you manage your time, you may not have enough time for all your activities. You can discuss with your parents/guardians or teachers about changing your schedule.