

## Time Management

Time Management is the thinking skill that can help you to prioritize tasks and accurately judge the amount of time needed to complete them.

Time Management involves monitoring your own efforts and actions, having an appropriate sense of urgency to complete assignments, and having the ability to efficiently follow step-by-step procedures in other words following a to-do list!

### Why create a to-do list?

Creating to-do lists is a great tool to use, as it can help ensure that no task is forgotten or missed. It's very easy to forget the tiny things and on some occasions. With a to-do list, you will be reminded every time you glance at the tasks you need to accomplish.

Making a to-do list also helps organize your thoughts. It can be easy to underestimate or overestimate the work you have to do when your list is running around in your head. Writing it down will help you see exactly what you have to do and help you plan accordingly with your life's schedule.

Don't think any task is too small or too big to go on the list. If it's something you have to do, it should go on the checklist. If there is a task that is important, think about marking it out in some way, by underlining or putting a star by it. This shows you that this certain task should come before others and cannot be ignored.

To-do lists also help you see what you have accomplished and succeeded at.

You'll be amazed at how good you feel about yourself because it's crossed off your list!

### Task:

Create your own to-do list below

Remember to:

- Write a description of the task you need to complete
- Priority – Is the task low, medium or high?
- Deadline – When does this task need to be completed?
- Tick off your task once you have completed it!



**Prioritised TO-DO List**

Week Commencing: \_\_\_\_\_

✓	Priority <i>e.g. low, medium or high task</i>	DUE Date	Specific Description
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