

## Organization and Time management

**Objective:** By the end of this lesson, learners will be able to develop techniques to plan for and manage time for their studying activities efficiently.

**Time management** refers to the process of organizing and planning how to divide time between specific activities.

**Task1: Discuss with your partner the benefits of having good time management.**

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-

### Time management skills

**Goal setting:** design clear goals and the tasks needed to be done in order to accomplish them.

**Prioritization:** identify what needs to be done in a specific time. Which tasks are important and urgent, which ones are of less importance and urgency?

**Organization:** Being well-organized might mean maintaining an up-to-date calendar, being able to locate certain documents easily, having a tidy environment taking detailed notes and organizing your lessons.

**Planning:** it is the process of thinking about the activities required to achieve a desired goal. It involves thinking ahead and organizing arrangements in advance.

**Stress management:** it refers to techniques and psychotherapies aimed at controlling a person's level of stress for the aim of maintaining concentration, motivation and a sense of control of one's life.

**Communication:** Developing strong communication skills can allow you to make your plans and goals clear to people you work with or interact with during the course of everyday activities.

**Task2: Bearing in mind the aforementioned skills, how can a person manage time efficiently?**

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-

**Homework: Design a study plan for next week. Use your own study plan or one of the templates on the internet. Include tasks and time. Upload your homework on ' Study Skills G06/07' on UMKB MOODLE.**