

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.

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- 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?

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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.