

TIME MANAGEMENT

Create to-do lists regularly. They:

- act as “extra memory,” so you can focus on doing tasks instead of trying to remember them
- save time and reduce procrastination—write your list in advance so you start the day knowing what needs doing
- help you prioritise—number tasks in order of importance
- work best when kept beside you while you work
- let you track progress—tick off completed tasks as you go

Prioritise Tasks

- Prioritising tasks increases productivity. It helps you focus on what matters most and avoid spending time on low-value tasks.
- Try not to put off difficult tasks. You’ll still need to do them eventually, so tackling them early prevents stress from building up.
- Prioritising also reduces overwhelm—especially when your list is long—because only the most important tasks need your attention right now.

Reducing Distractions

Monitor your habits. Notice how much time you spend on social media and watching television. The average person spends 6-8 hours a day in front of a screen.

Write these habits down, then make a plan to reduce the time spent on them.

- Use reminders, such as Post-it notes (e.g. place one on the TV saying “Do I really need to turn this on?”)
- Set specific times for TV and social media, and use alarms to signal when that time is up
- If possible, store the television away to make screen use less automatic
- Remove yourself from distractions when needed by working in a library or quiet space

Small, intentional changes can significantly reduce screen time and improve focus.