**Time Management**

Managing your time effectively

To-do lists

Create to-do lists regularly.

To-do lists:

* serve as extra memory space, freeing your mind up to focus on completing the task rather than just trying to remember the task. You cannot forget the tasks that need doing once they are written down.
* save you time and help prevent procrastination. Memory recall can be time consuming and frustrating. Write your list down in advance, you can then start everyday knowing what tasks need to be completed.
* prioritise your tasks by numbering them in order of priority.
* keep your to-do list next to you when you are working.
* tick off the tasks you complete so you can see your progress.

Prioritising tasks

Prioritising tasks increase productivity. You will be less inclined to waste time on completing tasks that are not high on your priority list.

Do not put off or avoid certain tasks. You will have to complete the task at some point therefore it is better to tackle it first rather than delay the inevitable.

Prioritising tasks can reduce the feeling of being overwhelmed, especially if your list contains many tasks. Only the high priority tasks need your attention at that given time.



Reducing distractions

Monitor your habits - how much time do you send looking through social media platforms? How much time do you spend in front of the television? The average person spends 6 to 8 hours per day in front of a screen.

Recognise and write down these habits then plan to reduce the time you spend on these habits.

Use reminders such as Post It notes. Place a Post It note on your television with the words 'Do you really need to turn this on? '.

Decide on the times you will watch television or visit social media platforms. Set alarms to alert you when these times are up.

If possible, keep your television away in a cupboard. You will reduce your screen hours as you will be less willing to remove the television out of the cupboard.

Remove yourself from distractions if necessary, by going to a library or quiet place.