

نصائح غالية للتحكم فى الوقت

How Well Do You Plan?

DIRECTIONS: FOR EACH QUESTION, CIRCLE THE NUMBER THAT BEST DESCRIBES YOU.

Question?	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5
Do you put daily plans on paper?	1	2	3	4	5
Do you allow flexibility in your plans?	1	2	3	4	5
How often do you accomplish all your plans for a given day?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
How often is your daily plan destroyed by urgent interruptions?	5	4	3	2	1

CLEAR YOUR DESK!

- EFFECTIVE USE OF THE MASTER FILES
- Discard all non relevant documents (up to 85% of the documents retained by an organization will never be looked at again).
- Remove all items from desk (each piece of paper on your desk will distract your attention 5 times a day).
- Reorganize your shelves; give preference to cupboard and shelves rather than filing cabinets (25% space saving).
- Identify, reorganize and re-label all your files clearly.
- Avoid fat files by all means; you are better off sub-dividing subjects and grouping these sub-files into a large filing box.
- Use color coding facilities (e.g. red/marketing, green/customers, etc)

If you have an unexpected visitor:

Establish at the start why they have come to see you.

Stand when they enter the room, so that they also remain standing.

If it's necessary for you to deal personally with them suggest a later meeting, at your convenience. Whenever possible, suggest a meeting in their office.

Set time limits to your discussion. Avoid engaging in small talk.

If you really can't get them out of your office, leave the office yourself.

Remember to do the following:

- Make a commitment to yourself today to 'make time' for something you really want to do.
- Have a good idea of what your time is worth to you. If you calculate the figure regularly it enables you to decide whether it's profitable to have work done by someone else.
- At the beginning of a meeting, tell the other person how much time you can spend.
- Not only make daily and monthly lists of things that have to be done but make sure you keep the completed lists and analyze them closely.
- Don't let negative attitudes or opinions limit your activity.
- Handle paperwork only once; answer it, throw it out or delegate it - each day, so that it doesn't pile up.
- Do not postpone important matters that are unpleasant. Jobs rarely get more pleasant by being postponed.
- Try to arrange routine times for jobs such as going through the mail, talking with your manager or staff, computer input, etc.
- Try to fix definite times when you would not like to be disturbed, and make the system work except for genuine emergencies.
- If you have several phone calls to make, do them all in a burst.
- Plan some time for discussing routine matters with your colleagues. Then you avoid interrupting each other all the time.
- Learn to say 'No'. Get used to asking yourself 'Am I the right person for this job?'
- Make a habit of finishing the main job of the day before you go home.
- Ask people who come to me with problems to propose their own solutions.
- Before answering 'yes', ask yourself if you really want to/should get involved

Questionnaire SCORING: Add the numbers next to your answers.

INTERPRETATION**6-10: Terrible Planner.**

You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.

11-15: Below average planner.

You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

16-20: Average planner.

Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.

21-25: Above-average planner.

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

26-30: Excellent planner--or candidate for burnout?

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

General Tips and Techniques

- Clear your desk and plan your activities for the next day.
- First list your 'time specific items, e.g. meetings and then write down the tasks you have to complete.
- Once you have prioritized your tasks, make a 'to do' list and work through the items in priority order.
- Ensure that you have given yourself sufficient time to complete your 'to do' list, taking into account your daily interruptions.
- Do difficult jobs first, when you are at your best. Look after minor jobs when you are tired.
- Fix deadlines for all jobs and stick to them. A task should only take the time set aside for it.
- Do not postpone important matters that are unpleasant. Jobs rarely get more pleasant by being postponed. Do it now!
- Try to arrange set times for jobs such as going through the mail, talking with your manager or staff, computer input, etc.
- Try to fix definite times when you would not like to be disturbed, and make the system work except for genuine emergencies.
- Plan your telephone calls. Make a brief note of what you want to say and what you want to find out. It saves time later.
- If you have several phone calls to make, do them all in a burst.
- When you start a piece of work, try to finish it without interruptions. If you have to finish it later, you will lose time picking up where you left off.
- Arrange your breaks at times when you cannot work effectively.
- Plan some time for discussing routine matters with your colleagues. Then you avoid interrupting each other all the time.
- Learn to say 'No'. Get used to asking yourself 'Am I the right person for this job?'
- Monitor how you use your time, and make conscious changes to your behavior.
- Stress and fatigue are rarely caused by the things you have done, but by the thought of what you haven't done!
- Make a habit of finishing the main job of the day before you go home.

PHONECALLS

- Never hold on. Instead agree a time to ring back or leave a message and your phone number.
- If someone is unavailable find out the best time to call back, or leave your number.
- If you need to make regular calls agree upon a mutually beneficial time.
- Learn to leave clear messages on other people's answer phones. Always leave your name and phone number if you want them to ring you back.
- **INCOMING CALLS CHECKLIST**
- Let the caller know your time constraints.
- Always keep a pen and pad by the phone.
- If you get a call asking for information you don't have immediately to hand, don't look for it: arrange to call back later.

30 Time Tips System

- 1.Count all your time as time to be used and make every attempt to get satisfaction out of every moment, or even second.
- 2.Find something to enjoy in whatever you do.
- 3.Try to be an optimist and seek out the good in your life.
- 4.Find ways to build on your successes.
- 5.Stop regretting your failures and start learning from your mistakes.
- 6.Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.
- 7.Continually look at ways of freeing up your time.
- 8.Examine your old habits and search for ways to change or eliminate them.
- 9.Try to use waiting time-review notes or do practice problems.
- 10.Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
- 11.Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
- 12.Put up reminders in your home or office about your goals.
- 13.Always keep those long term goals in mind.
- 14.Plan your day each morning or the night before and set priorities for yourself.
- 15.Maintain and develop a list of specific things to be done each day, set your priorities and the get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
- 16.Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
- 17.Try rewarding yourself when you get things done as you had planned, especially the important ones.
- 18.Do first things first.
- 19.Have confidence in yourself and in your judgement of priorities and stick to them no matter what.
- 20.When you catch yourself procrastinating-ask yourself, "What am I avoiding?"
- 21.Start with the most difficult parts of projects, then either the worst is done or you may find you don't have to do all the other small tasks.
- 22.Catch yourself when you are involved in unproductive projects and stop as soon as you can.
- 23.Find time to concentrate on high priority items or activities.
- 24.Concentrate on one thing at a time.
- 25.Put your efforts in areas that provide long term benefits.
- 26.Push yourself and be persistent, especially when you know you are doing well.
- 27.Think on paper when possible-it makes it easier to review and revise.
- 28.Be sure and set deadlines for yourself whenever possible.
- 29.Delegate responsibilities whenever possible.
- 30.Ask for advice when needed.

MAKING A SCHEDULE BASED ON YOUR NEEDS

For the students

DIRECTIONS: Read all of these directions before you make up your weekly schedule. Check off each direction as you complete it.

1st Record class and lab times in appropriate day/hour blocks on a time schedule sheet.

2nd Record meal times.

3rd Record all regularly scheduled personal activities such as meetings, employment and athletics.

4th Record any special activities you need to do or want to do on a regular basis.

5th Review the information on the other side of this sheet about the Learning Cycle before you add any more information to your schedule.

6th Schedule a preview time (5-30 minutes) immediately before each class whenever possible. During the preview, review all or some of your notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10 and 11, you might write "P: Art/Chem" in the block before your 10 o'clock class.

7th Schedule a review time immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them.

8th Schedule your intensive study/ review time for each class. Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Also, use more of the day (i.e. morning, afternoon) for studying. Evening is often an ineffective time to study. When you schedule study time, be task-oriented rather than time-oriented. Think in terms of "blocks of time" and what specifically needs to be accomplished, not hours of study time. Start your study period with the

courses you like least or that you're not doing well in. Try to study the same subjects at the same time each study day. Although this seems to be a mechanical way of scheduling, you will find that such a routine can help you develop a pattern for efficient and effective learning.

9th Schedule a weekly review (WR) for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.

10th Keep open some day or evening time for daily physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.

11th Label some empty blocks of time as OPEN for academic or personal needs.

12th Schedule some time during Friday, Saturday, and Sunday for you to play, relax, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

THE MASTER SCHEDULE

Any plan to schedule time and activities must have at its center a MASTER SCHEDULE, that is, a schedule of activities that is **fixed**. A master schedule needs to be drawn up only once a semester: unless, of course, changes occur in the basic program. First, fill in all the required activities, such as classes, drills, and laboratory periods. Second, add other regular activities, such as part-time jobs, commuting time, sports, and regular meetings. Third, include sleeping and eating. With the fixed activities accounted for, the remaining blank spaces on the uncluttered chart are free for use on a weekly or day-by-day basis. Such a schedule, on a 5x8 card, scotch-taped over your desk, or carried in your notebook, un-clutters your mind, and more important, enables you to visualize the blank boxes as actual blocks of time into which you may fit necessary activities (see example below).

With the MASTER SCHEDULE as your source, you may concoct any type of schedule that fits the uniqueness of your courses, your part-time or full-time job, or your personality. What matters most is that the schedule **works** for you.

Why Time Scheduling?

Students who deliberately undertake to schedule their time are not ones who have decided to spend all their time studying and doing nothing else. They usually have decided to use efficiently the time they have to spend studying anyway, and to "de-sensitize" themselves to the many distractions that are commonly occurring.

What does this "desensitizing" involve? It means removing oneself from constant day-to-day, hour-to-hour decisions as to whether one will or will not spend the next hour studying, whether one will or will not go to the library to study, whether one will or will not go to a show on impulse, and whether or not to use that hour between classes to get next week's lab assignment out of the way.

A workable time schedule can make decisions for you, thus desensitizing you to momentary distractions. And, an hour of study in one course is not disturbed by wondering when you will study for another course, or when you'll be able to get out and have some fun. An adequate schedule includes those for you.

How Much Time Scheduling?

Usually a **minimum** time schedule is best. In other words, plan what you know is necessary, and add to it later only if necessary. But plan as your first schedule one you know you can keep, and one that it is important to you to keep.

First: What courses are you taking? (list them on a sheet of paper)

Second: How many hours do you estimate you should study for each course each week to do a minimum job?

Third: What's the total minimum hours per week for all courses?

Fourth: List your present time schedule for the week, including all fixed times, such as classes, laboratories, club meetings, outside work, travel, eating, and times you go out for recreation (usually leave at least Friday and Saturday evenings open for recreation).

Fifth: Now fill in the remaining hours each week with the number of hours you need to assign to study according to your decision in step two, either by: Setting up certain hours in which to study subjects, **or** Setting aside certain hours that you will study, but not deciding in advance which courses will be studied in which hours.

Sixth: Keep your schedule where you can see it. It should be conspicuous, so put it on top of your desk, or pinned on the wall.

One Week Planner

	SAT	SUN	MON	TUE	WED	THU	FRI
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
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11-12							

