



## **Importance of Time Management**

Research has confirmed that secondary school students who regularly complete their homework have higher achievement than those who do not. Parents/carers have a crucial role in helping their child manage homework. This does not necessarily mean helping their child do the homework. It is important for parents/carers to set routines and provide encouragement for homework completion.

Senior School students are expected to complete home study to complete class tasks, revise work, prepare for assessments and exams, and extend their learning.

Research findings indicate a significant relationship of time-management skills, reading, and note-taking skills with academic achievement. Students with higher academic achievement use a wide range of study skills (skills students will learn throughout Explore) as compared to students with lower academic achievement. These study skills form the foundation for students to self-regulate and manage their learning away from the classroom. The first step is for students to effectively find and use the time available at home to prepare, review and consolidate their learning.

## **Why is time management so important?**

1. *It increases productivity:* if students can manage their time effectively, it adds to their productivity levels and helps avoid procrastination
2. *It keeps work and learning organised:* the best way to manage time is to create and follow a flexible study planner for each day of the week (all students from years 9 – 12 have created a study planner in Explore). Students are encouraged to have copies up in their locker, at home and on their laptop.
3. *Positive impact on your health:* good time management efforts reflect on your health. When students manage time effectively, they do not have to stay up late to finish tasks, as such they will get a longer and better night's sleep. Consequently, reducing stress and anxiety. Sleep is essential for the brain and the body to recharge itself for the day ahead.
4. *They can spend more time for the things they love!*
5. *It helps in stress reduction:* Not completing study and/or not consolidating your learning at home on a regular basis can cause you to become overwhelmed and stressed. Sticking to a study schedule and studying in small chunks more regularly will not only help deeper learning but help reduce the stress and anxiety of having to cram.

## **Tips for Effective Time management:**

- Create a daily timetable or schedule with all the tasks to be done (make a priority list)
- Start the day early

- Divide tasks up if required
- Take short breaks between study / doing task (25min blocks)
- Do not procrastinate! Put the phone away.
- Work on one task at a time instead of multitasking
- Get enough sleep
- Do tasks with full focus (find an effective study area)
- Keep away all distractions (like TV and mobile phone) when studying.