



# TIME MANAGEMENT

It is important to manage your time well, this will help you to do your tasks in the right amount of time. In this way you will:

- ✔ Avoid feeling stressed out
- ✔ Feel organised
- ✔ Have more free time

## Monday

2PM	.....
3PM	.....
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6PM	.....
7PM	.....
8PM	.....
9PM	.....

## Tuesday

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9PM	.....

## Wednesday

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8PM	.....
9PM	.....

## Thursday

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7PM	.....
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9PM	.....

## Friday

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7PM	.....
8PM	.....
9PM	.....

## TIPS

Make a list of things you need to do (including homework, revision, duties etc.) - this will help you to come up with a plan.



Identify how much time you need to do each task and write it down - you can use a timer when carrying out the task if you feel that it would help.



Avoid distractions such as social media - you can do this by turning off your notifications while focusing on your tasks or by putting away your devices.

## Saturday

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## Sunday

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Take a break - when you feel that you cannot focus it is better to stop and then come back to the task instead of wasting time. It is always good to do some exercise and/or stretching if you are sitting down for a long time.



Create an environment which will help you - find a space which is nice and quiet.



Take note of what you have achieved - It is good to be proud of your achievements but don't be too hard on yourself.

Learning how to manage your time well is a skill you will learn throughout your life, so do not panic if it takes some time till you learn how to do it well! There is always room for improvement!

Ask for help - if you feel overwhelmed ask an adult for help.

# Qassam Hinek Dak 100 Anjar



Huwa importanti li tqassam hinek tajjeb. Dan ha jghinek tagħmel xogħlok fi-inqas hin. Permezz ta' hekk inti tkun tista':

- ✔ Tevita li thossok stressjat
- ✔ Thossok organizzat
- ✔ Ikkollok aktar hin liberu

It-Tnejn

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9PM	.....

Is-Sibt

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It-Tlieta

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9PM	.....

L-Erbgħa

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Il-Famis


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8PM	.....
9PM	.....

Il-Gimgħa


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8PM	.....
9PM	.....

## PARIRI

 Aghmel lista tal-affarijiet li trid tagħmel (inkluz il-homeework, revision, dmirijiet, eċċ.) – dan ha jghinek tagħmel pian.

 Ara kemm trid hin biex ttesti kull bieċa xogħol u nizzilhom fuq karta – tista' tagħmel timer meta tkun qed tagħmel dan ix-xogħol jekk thoss li jghinek.

 Evita d-distrazzjonijiet bhas-social media – tista' tagħmel dan billi titfi n-notifikazzjonijiet filwaqt li tiffoka fuq xogħlok jew tnehi l-apparat minn hdejk.

 **Hu waqfa qasira** - meta thoss li ma tistax tiffoka huwa aġjar li tiegaf u tkompli xogħlok aktar tard minflok taħli l-hin. Huwa dejjem tajjeb li tagħmel xi fritt eżerċizzju jekk tkun ilek bilqiegħda għal hin twil.

 **Ikkrea ambjent li jghinek** – sib spazju tranqwill u għall-kwiet.

 **Hu nota ta' dak li għamilt** - Huwa tajjeb li tkun kburi b'dak li ksidt imma tkunx iebs wisq miegħek innifsek.

 **Itlob għall-ghajnuna** – jekk thossok anziuż iżżejjed itlob l-ghajnuna ta' adult.

Li tqassam hinek aġjar hija nlla li ttrigħallem matul najtek, jgħifieri tippanikjax jekk tieħu

daqqajna aktar żmien biex ttrigħallem! Dellem hemm spazju biex titgħiebi!