

## STUDENT DEVELOPMENT AND EXPERIENCE UNIT DISABLED STUDENTS UNIT

# EFFECTIVE TIME MANAGEMENT

## Time Management

Health management is actually self-management; It is to control the events we experience, to manage the events by directing the individual himself. How many of the events we experience happen the way we want? How much of it can we determine? What are our influences on the events that occur? The answers to all these questions show our success in managing our time.



## Planing Your Time

The main goal in time management is for the individual to plan himself and his work at the desired level within the time period. Indeed, planning and using time in the most efficient way prevents various problems.



## THE POINTS TO BE TAKEN INTO CONSIDERATION IN ORDER TO BE SUCCESSFUL IN THE IMPLEMENTATION OF TIME PLANNING ARE AS FOLLOWS (TÜRKEK, 1999: 283):



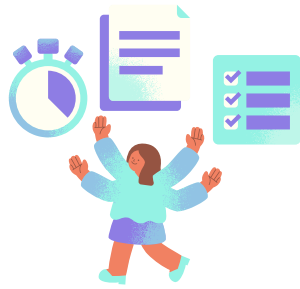
- Doing things from difficult to easy ones,
- Doing the work according to the planned day and time and not leaving it procrastinating,
- Not moving on to another task without completing it,
- Embracing what is in your hand with all your energy,
- Allocating time for creativity-related activities,



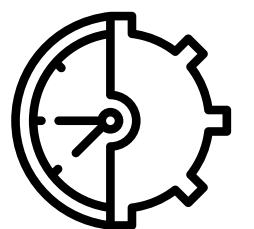
- Avoiding routine work,
- Staying away from unnecessary details,
- Identifying factors that hinder work and taking measures to eliminate them,
- To determine the hours that can work without interruption.



## In order to use time effectively, a four-stage path should be followed (Gümüş, 1999: 391- 392):



1. First of all, a time log is prepared. To perform this analysis, 24 hours are divided into 15-minute periods. Work done for a week is recorded. It is then determined how much time is spent on which tasks. Here, it will be revealed how much time is spent on unnecessary tasks or important ones. After each attempt, time usage schedules should be rethought and necessary adjustments should be made.



2. A plan is then prepared showing how the daily time will be used. It is not necessary for this plan to be in writing. While preparing this plan, daily and weekly tasks are determined. For this purpose, the reasons for the work to be done are investigated and its benefits are determined. Consider what might happen if this work is never done. The focus is on whether someone else can do this job. Six important tasks each day are listed from most important to least important.



3. The prepared plan is implemented. For this purpose, the most important job should be done first, if it is the most difficult, the most energetic time should be allocated, easy tasks should be interspersed between difficult tasks, unimportant tasks should be placed in the least productive hours, work should be done without going into too much detail or excessive meticulousness, unimportant decisions should be made quickly, the same quality should be done. Works should be grouped in the same group.

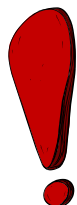


4. At the end of the day, how time was spent should be checked and the day should be evaluated.



## Source

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