

# Managing Time



- **Estimate** how long each bit will take.
- **Regularly** look at the time (but do not get “fixed” on the clock). You may have to decide to finish quickly or leave something out.
- **If** one bit is difficult or is taking much longer than you planned, put it to one side and come back to it later.
- **From** time to time, quickly look over the things that remain to be done and the order in which you plan to do them.

- **Decide** how much time you have to do the task or job.
- **Make** a list of the things you need to do. Break the list up into manageable or small bits.
- **Decide** what bits need to be done first –what is most important, what is most urgent, what bit needs to be done before a second bit, what bits can be done quickly and finished easily.