



IT'S TICKING !

As we are nearing the final term of the present academic

year, all our children are busy practicing, revising and preparing themselves for the upcoming assessments.

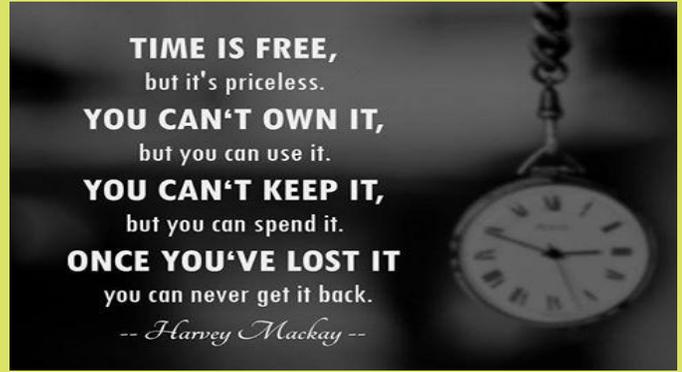
These are the days when the pressure of time is strongly felt by the student community. The stress and anxiety experienced during these days can adversely affect their performance.

It is, therefore, essential that students learn the importance of managing time and planning in advance to prevent any negative and discouraging thoughts.

For this, we have selected Time Management as our topic for this month's edition of Mindscapes.

In this edition, we will discuss about the numerous elements that will promise an effective way of managing time.

- SEN & CO



Managing time wisely has been one of the most challenging areas for many. Poor time management is detrimental to both the person and the product. Some of the possible indicators of poor time management are mentioned here:

- Constant rushing
- Poor work quality
- Disorganized
- Confused state of mind
- Feelings of frustration
- Low productivity
- Procrastination
- Lack of sleep
- Health issues

Research has proved that there is strong relation between poor time management and stress. Students who are unable to manage time effectively often experience stress and anxiety. Some of the reasons for poor time management could be:

- Laziness -Lack of self-motivation
- Indiscipline- Lack of self-control or self-restraint
- Focus- Lack of attention or more than one focal area
- Accomplishment- Failure to complete or conclude the task
- Ego- Thinking of self as invincible



Time-Management has become the present-day requirement. With effective management of time, one can accomplish the given task with minimal stress and maximum efficiency. Listed below are few strategies that can contribute towards managing time effectively :

Prioritization of the task at hand marks the beginning of a healthy time-management practice. For this, one has to generate a Priority Matrix which will state the importance of the task and the urgency of that task. The matrix can be divided into four windows indicating the To-Do Actions.

Planning involves adequate distribution of time and schedule for the to-do task/s. Planning of any task must be based on an objective and realistic understanding of the requirements of that task. It can be scheduled across day, weeks and/or month.

Reminders are the small actions taken to ensure that nothing is left or forgotten. Sticky notes, ribbons, to-do lists etc. are few ways which can be used as reminders. These are extremely handy tools that will alert us about our to-do tasks without allowing it to get missed.

Scheduling involves taking care of our routine in a reasonable yet flexible manner. It ensures that the planned task is accomplished as expected. It is a skill that is based on the nature of the task, one's interest in it and the level of commitment towards it.

Beating Procrastination is probably one of the most challenging skill to master. Procrastination is delaying or putting things off for future. It is necessary to acknowledge it, identify reasons for engaging in it and take conscious measures to overcome it.

Staying Organized is one of the essential life skill that can foster success. Organizational skills are highly individualized and can be demonstrated by setting up a study environment, managing miscellaneous things or clutter, maintaining a checklist, preparing for the next day etc.

The sites listed below can be explored further to know how to apply the strategies mentioned in this newsletter.

- <http://www.fennimore.k12.wi.us/hspages/tech-ed/documents/>
- http://www.qualifax.ie/index.php?option=com_content&view=article&id
- <http://www.educationcorner.com/effective-time-management.html>
- <http://timeman.com/time-management-tips/time-management-tips-for->
- <http://faculty.bucks.edu/specpop/time-manage.htm>

We hope that this edition of our newsletter helps us cultivate the skills that will allow us to manage time more efficiently, thereby, promising success.

Our next newsletter will be on:

'MAKING HOLIDAYS HAPPENING'