

# Procrastination



Simply put, procrastination is the action of delaying something. In day-to-day life procrastinating leads to a lot of wasted time! Most people will find they procrastinate on their phone as they're so easily accessible. Some top tips for reducing procrastination include: don't keep snoozing your alarm in the morning (put your phone on the other side of the room so you have to get out of bed to turn it off); avoid using your phone first thing in the morning (don't lie in bed on your phone, get out of bed straight away and crack on with the day); keep distractions out of sight and reach when doing a task (eg keep phones and tablets in a different room); give yourself breaks when completing a task (working for too long without a break can lead to a burnout and the urge to procrastinate... instead set a 1 hour timer to work for, then take a 15 min break and repeat until the job is done)

# Preparation



Preparing things in advance is a great way to improve your time management skills. Try and prepare everything you need the night before to save time the following day. For example: meal prep (get out what you need for breakfast, make your packed lunch for school/work, pack snacks into your training bag, batch cook meals and freeze them); planning your outfit and laying out your clothes; packing your school/ work bag; getting your training kit ready and packing it; and putting packed bags into the car overnight (if you travel to school/work and training in the car) so you won't forget them the next day! By having everything prepped the day before it means there's less chance of anything being forgotten and it'll mean you don't have to rush around on the actual day!



# To-Do Lists



Having a to-do list is a great way to keep organised and help improve your time management. At the end of each day write a to-do list ready for the next day. This means as soon as you wake up the following day you know what you need to do and can get started on completing tasks and ticking them off! Try to write your to-do list in order of priority. It can be easy to write down and complete lots of easy tasks throughout the day, only to realise it's now the end of the day and you haven't finished a really important job that needs doing! Having the important tasks at the top of the lists means you can't avoid or put off doing them (see procrastination) and have to complete them before moving on to less important jobs!

## Improving Time Management Skills

# Don't Take On Too Much



It can be difficult to say no when people ask you to do different jobs, however sometimes it is important to say no! Taking on too many jobs that aren't essential to you can cause you to become too busy, meaning you won't have time to do your own tasks that are important and need to be done. Ensure that if you do take on any extra tasks, to help others out, you can fit it in comfortably into your own schedule and it won't make you run out of time to do your own thing. It can be a good idea to keep note of all the jobs you have to do (see to-do list) to see how much you have to complete each day