



**Unit 3: Time-  
management skills and  
annual study plan**

**How do you spend your time?**

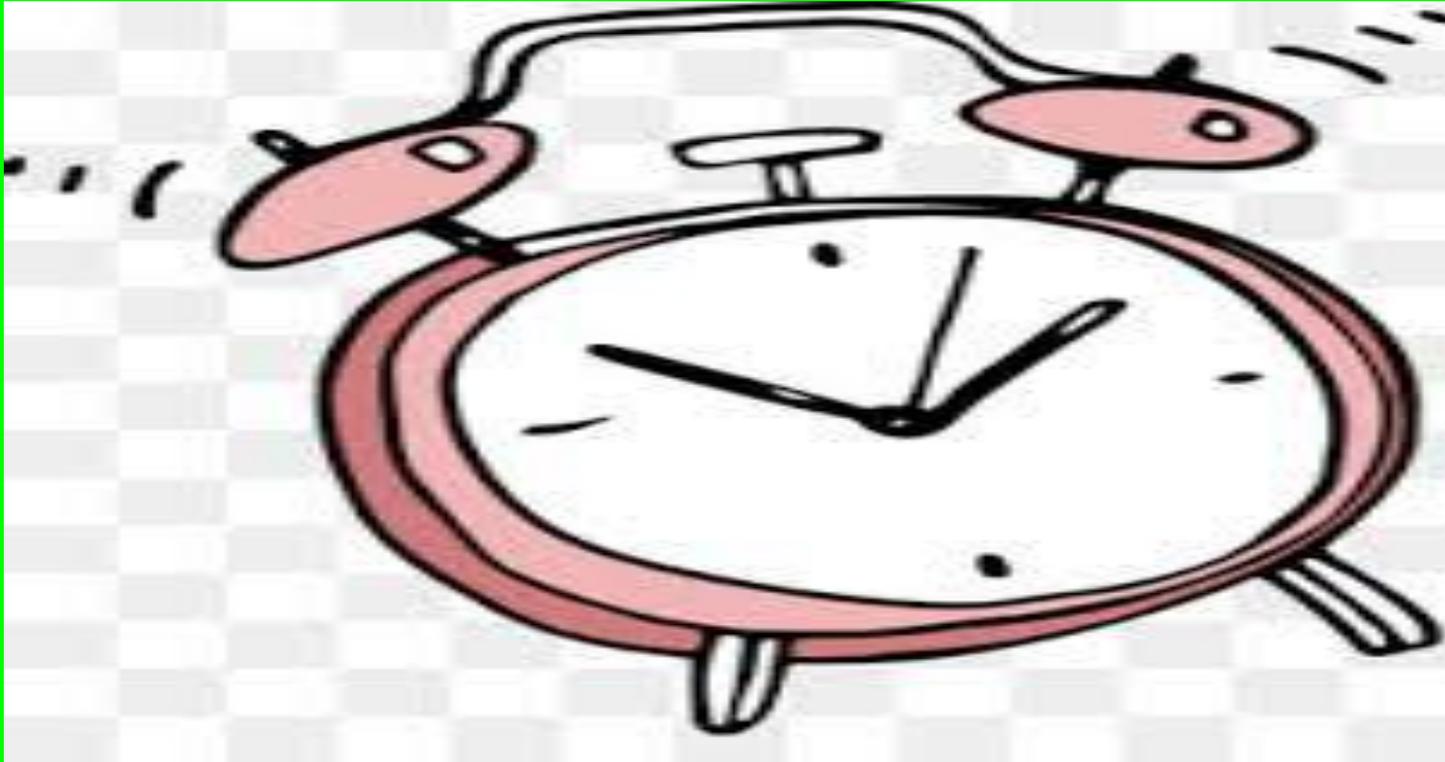


# Complete Activity 9: Make a pie chart of how you spend your time

1. Show how you spend your time on a typical day by writing in each segment and making it the size closest to the amount of time.
2. Do another pie chart to show how you typically spend your time in a week.
3. What does your pie charts tell you about the way you spend your time?
4. Identify any time wasters.
5. Explain how you will change time-wasting to time-saving.

# Procrastination: A big time waster

Read the case study on the next slide and answer the questions that follow



## Case Study:

### Norman procrastinates

Norman knows he has to start studying for his exam. So he tells himself he first needs to tidy his desk and sort out his books. After that, he tells himself he needs to go to the shop to buy new pencils and an eraser.

Once home, he feels tired, so tells himself he needs to sleep for 45 minutes so he can be fresh when he starts studying. He wakes up, and feels hungry. He tells himself he needs to eat well, as his brain needs food! So he makes himself a snack. |

Then he goes to his desk, determined to study. He opens a book, but then says he must first make a new study plan. He sharpens his pencils... and then looks for paper to dream up his study plan.

'I had better SMS my friends to find out which exam is first', he thinks. Two hours later he is still SMSing his friends.

'I will start studying just after my favourite soapie,' he promises. After watching the soapie, he falls asleep in front of the TV, 'I will start studying tomorrow,' he tells himself.



### Activity 10: Investigate procrastination

1. What does procrastination mean? (2)
2. Give an example of when you have procrastinated when you were supposed to study. (2)
3. In what way did Norman procrastinate? (4)
4. How did Norman waste time? (4)
5. Give Norman advice about how he should manage his time better. (8)

# Manage your time

## Time-management guidelines

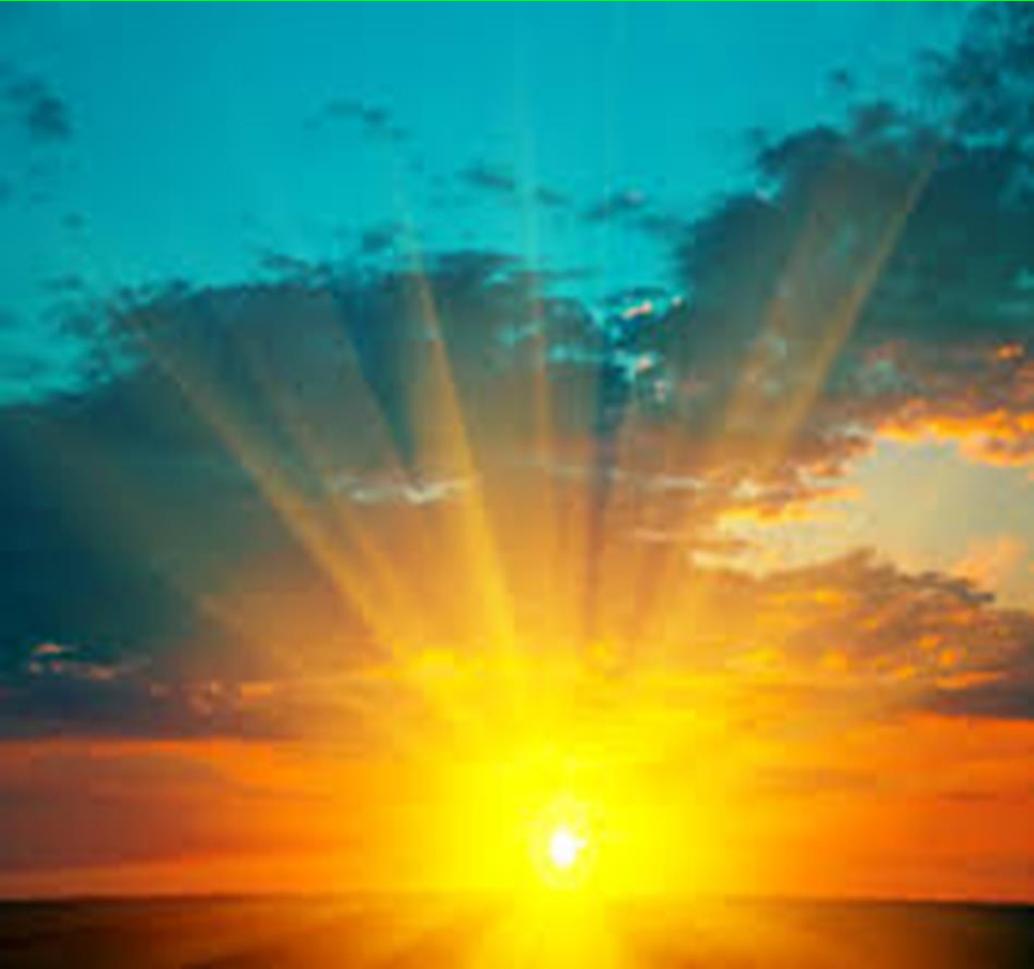
- ✓ Always be on time for school
- ✓ Move fast when you move between classes, and be on time for the next class
- ✓ Know how you spend your time
- ✓ Make a study plan
- ✓ Make to-do lists and keep to them
- ✓ Avoid procrastinating or putting tasks off. If something needs to be done, do it immediately.
- ✓ Be self-disciplined
- ✓ Follow a daily study schedule
- ✓ Avoid distractions
- ✓ Do at least two to three hours of homework after school, every day

# When do you study best?

DAY?

OR

NIGHT?





Tip: Use your best study times to study for your most difficult subjects.

# Get enough sleep

- As a Grade 11 learner, your developing brain needs enough sleep.
- Your ability to learn depends on whether you got enough sleep the night before.
- You need between 8 to 10 hours of sleep per night.
- If your favourite TV show is on late at night, rather switch off the TV off.
- If you have to stay up late completing a task, learn from this, and next time start earlier.



# Give yourself short breaks

- Take a short break every 20 to 45 minutes.
- Stretch, play ball, jump rope, do deep-breathing exercises, drink water or talk to your family members for about 10-15 minutes.
- Keep to your schedule.
- Never study for longer than 1 hour without giving yourself a break.



## Activity 11: Time-management problems and solutions

1. Give solutions to these problems

(20)

| <b>Problems</b>   | <b>Solutions</b> |
|---|------------------|
| 1. You find it hard to get started when you need to study.                              |                  |
| 2. You have too many other things to do after school.                                   |                  |
| 3. You prefer to WhatsApp your friends.   |                  |
| 4. You feel that you lose out if you don't watch your favourite soapies.                |                  |
| 5. You feel too tired after school.   |                  |
| 6. You fall asleep when you have to study.  |                  |
| 7. Your family or friends distract you.   |                  |
| 8. You can't concentrate or focus, so feel you can use the time better by not studying. |                  |
| 9. You can't decide what to study first.  |                  |

# Draw up an annual study plan

- Draw up a study plan for each term so you have a full plan for the year.
- This is called your annual study plan, which will help you to:
  - Plan ahead
  - Complete your tasks before the due dates
  - Avoid cramming the night before your test or exam
  - Get better marks
  - Prepare for success
  - Organise yourself
  - Follow a study time table
  - Spend enough time on each subject, with more time on the subjects you struggle with
  - Plan exactly what to study

