

ROCK AROUND THE CLOCK

Tips for time management,
planning and prioritising

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- **Targets - What do we need to achieve?**
- **Plan – How much time will each task will need?**
- **Prioritise - Identify the most effective order.**
- **Focus – Remove distractions.**
- **Complete – Meet your targets and do not procrastinate.**
- **Organise - Keep working practices tidy and do similar tasks together.**

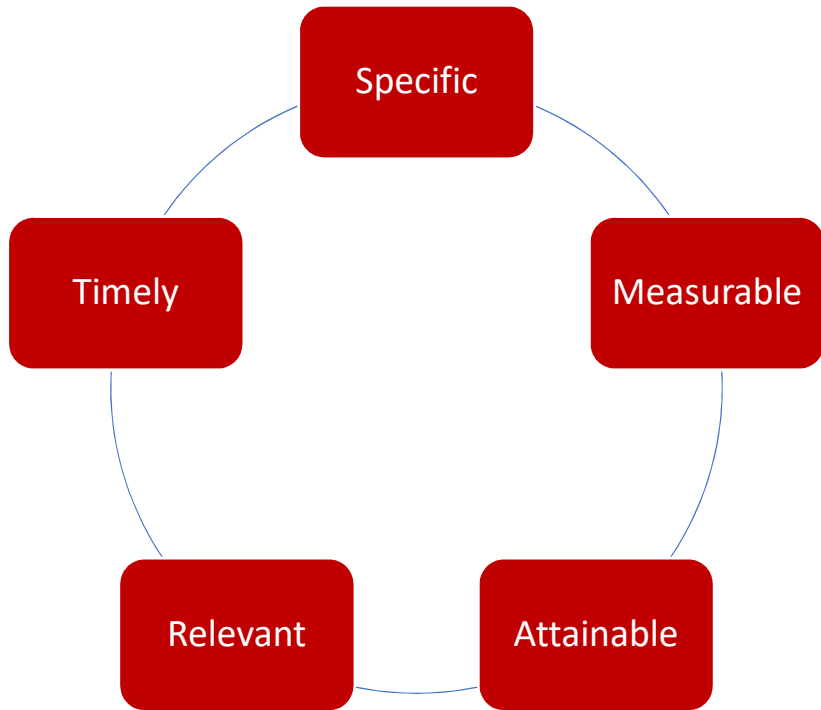


Do we have targets? Who are they set by?



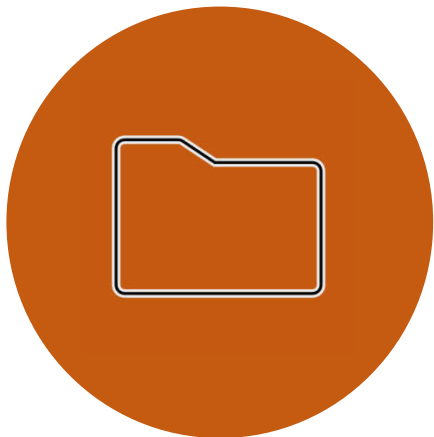


Targets



How do we plan our day, week, month or year????





- **Current**
- **Tasks**
- **Appointments**
- **Deadlines**
- **Anticipate**
- **Colour coding**

What comes first?



Prioritising & resourcing work

What is on your to do list??

What are the deadlines?

How can you prioritise these?

Who needs to know?



Prioritisation

		Urgency	
		Q1	Q2
Importance	Q1	Do it now	Schedule
	Q3	Help	Avoid

Q1 Do now

How can we work most effectively to complete these urgent tasks?

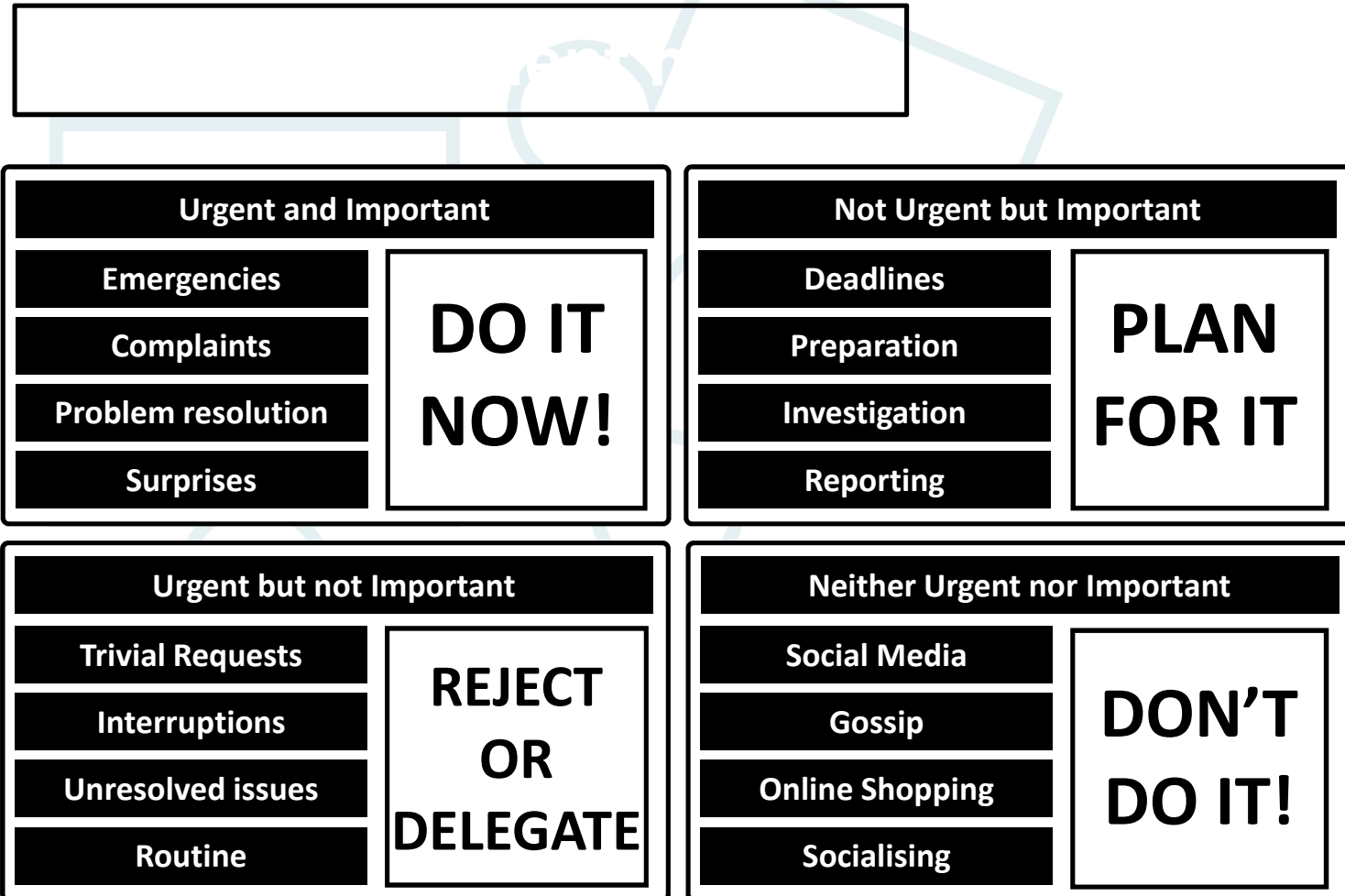
Q2 Schedule

What tips do you have for managing a schedule?

Q3 Help

As a good team player, you should ask if you can be of help. What do you need to consider?

It's likely you will have multiple people asking you for work at the same time. How can you speak up or push back?



What are your time stealers?





Time Stealers

- Email
- Poor planning
- Poor communication
- Procrastination
- Disorganisation
- Chat/Socialising
- Social media

- Schedule time
- Seek advice
- Check understanding
- Set deadlines
- Implement a system
- Choose the right time
- Exercise discipline!



Time Stealers



Interruptions

Meetings

Unrealistic deadlines

Jobs specific to you

Lack of information

Be assertive

Do you have to be there?

Manage expectations

Delegation

Seek clarification

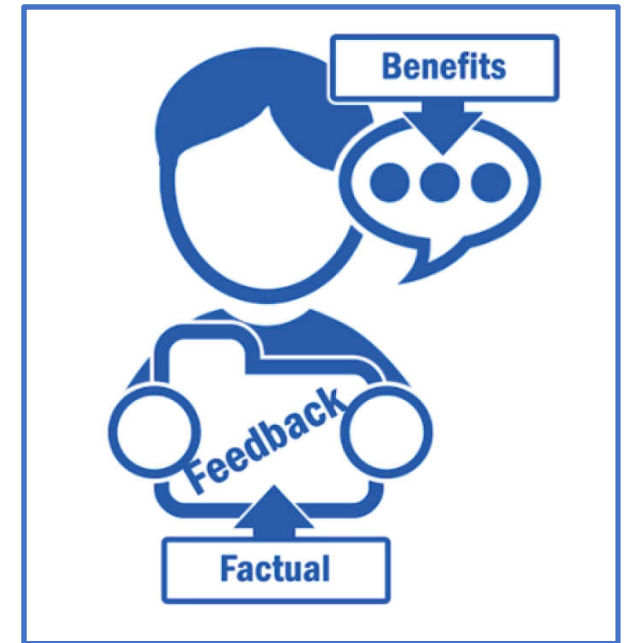


Time Stealers

Company-imposed

- Inefficiencies
- Process and procedure
- Old technology

Sell your feedback with facts and benefits



Reflection



- How do I behave when I'm really busy at work?
- Are there things I do that help me to cope when I'm busy?
- Are there things I do that make it harder for me to cope when I'm busy?
- What practical steps could I take to improve the way I manage priorities?

Study Support Ben's top tips

What is your study target for next 12 months?

Study Support Ben's top tips

Sequencing “big picture”

- Order of units
- When will syllabus update?
- When are exams held/ booked/ deadline?
- Resit impacts

Study Support Ben's top tips

Get your exam booked

- Date to aim for
- Makes it real (focus)
- Actually reduces the stress of “when I’m ready”

Study Support Ben's top tips

How many hours of study per week?

Study Support Ben's top tips

How many hours of study per week?

- Realistically have available?



Need to complete unit?

Study Support Ben's top tips

When do you study?

Study Support Ben's top tips

Form good habits

- Be creative
- Set a trigger
- Reward yourself
- Keep a record

Study Support Ben's top tips

Give detail to study sessions

- What did you want to cover?
- Did you recap previous session (show improvement)
- How does this fit with the exam?

Study Support Ben's top tips

Be creative/ factor in your learning style

- Watching video/ live lessons or read notes
- Make own notes/ mind maps
- Use quizzes, write your own for next week

Study Support Ben's top tips

Look at exam standard questions (early)

- What you need to work on
- No use too late
- Failing mocks is ok

Study Support Ben's top tips

Get support from others

- Study can be lonely
- Study groups
- Social media
- FI Forum (Weds 6pm)

[The FI Podcast - First Intuition](#)

Study Support Ben's top tips

Use all available resources

- Ask your tutor
- Speak to your trust about study
- Look online “free” resources

[First Intuition - YouTube](#)

<https://www.firstintuition.co.uk/fihub/aat-revision-sessions-with-our-expert-tutors/>

<https://www.firstintuition.co.uk/fihub/free-first-intuition-masterclass-webinars/>

Study Support Ben's top tips

Good luck and thank you

Come along to our free Zoom student forum each Weds 6pm [Meeting](#)
[Registration - Zoom](#)