

# CHAPTER 6

## HOW TO MANAGE TIME?

### Why Do I Always Seem To Run Out Of Time?

Because you do not manage time properly; worst, many young people just do not seem to understand that managing time is top priority, The mindset is that they have all the time in the world to spend as they wish, only realizing, usually too late that they have all but lost them.

*We are all given two great gifts: your mind and time. It is up to you to do what you please with both.*

### Time Is Precious; Manage It Well or It Will Just Slip Away

Indeed, to succeed in life, you need to manage your time, and you have to learn the strategy for doing it. It is only appropriate to start the strategy in college so that you can succeed in your study.

### What Is Time Management Anyway?

Like financial management, time management is the task of setting up a plan to organize your time in the most optimum way to achieve your goal. The most important part though is not the setting of plan but vigorously following the plan with discipline to ensure success.

*For every minute spent in organizing, an hour is earned.*

## What Is The Strategy?

Different people have varied ways in planning their time, as one strategy may not work for everyone. But the important principles are more or less the same and once you follow one regime, try to discipline yourself to stick to it.

We will show you one of those strategies which we have used and proved to work years ago. Of course time has changed so much we have to make some adjustments in spending our minutes and hours. Back then we did not have to spend time surfing the internet and chat with someone halfway across the globe or sending text messages which shed off some minutes of your time as mobiles were just about to be invented then. More about these things later when we will discuss about time wasters and savers, but let us now focus our attention to the strategy for managing time which we have nicely staggered into five steps, see if it will nicely work for you too!

## Plan, Control and Monitor Your Time

All of us are given 24 hours a day, seven days a week and 53 weeks a year and so on until we leave this world as prescribed by God. The first step in managing the precious gift of time is to divide it into what is categorized into five basic needs or so called components of time. Remember, each component of time is related to one another.

### Step 1: Divide Your Daily Schedule into Five Components

#### i) Time For Studying

Since you are a student, we have chosen this as top priority, but you must understand that the other needs must also be given due attention. In other words, not giving the other