



How to master time management

At St. Mark Community Education Program



During zoom sessions, we have 10 minutes to do activities and teach learners. However, it is normal to run out of ideas or materials at about 8 minutes. Therefore, it is crucial to manage time properly and utilize the full 10 minutes.



Time management:
Outside of the service, time management is also crucial. You should understand what you'll have to do at what time. For example, study at 4pm to 7pm and spare time at night for Netflix.



Time management in general:
You should also have enough sleep because it is what makes you energetic and healthy. Don't take away your sleep time for studying or procrastinating!



Procrastination

- We all hate procrastination. When we studying, we'll get distracted by nearby things like phone, games, or shows.
- Prevention: try to go to the school library if you want to have a quiet place without any distract. If not, you can turn off your phone or put it outside of eyesight to try to stop using it.



Just another tip

In the end, you should be disciplined to your daily activity. Furthermore, understand yourself more can help you design a stable schedule.