TIME MANAGEMENT

The one thing in this world that you can't get more of is time. You can make more money, but you can't make more time. So it is essential that we make the most of the time we have.

So, if we can't make more time, what is the trickery that we pull out of our back pocket that helps us to make the most of it? No surprise about this one, RockHopper. It's all about discipline and organization.

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SKILL TREK
FIELD GUIDE FOR LIFE

EARN THIS NUGGET

• Create your daily plan with your essential tasks that you have to do every day.
• Add your tasks that must be accomplished that day with estimated times.
• Attempt to stay on target with the plan you have created and make the most of your time.

The trick to any solution is you have to define the problem. Then finding the solution is usually a whole lot easier.

• The first problem is you have limited time

• Add to that, you have certain things that you have to do with your time: sleep, eat, chores, and other essential obligations.

• Now, you also have tasks that will be required of you for your schooling and stuff. Those need to fit into the remainder of the time that you have.

• And finally, unless you are a robot, you also need some down time, some playtime if you will, some time to unwind.
So here is a simple outline to help you:

• No "you time" until other obligations are taken care of. It's a simple rule, but work first, play afterwards.

• Now, do a quick calculation and work out how many hours you have available after the essential obligations.

• Look at the tasks that you have to accomplish on a day and place those tasks in to your timeline by estimating how long each will take. Place these tasks between snack time and lunch and any other daily events that you need to do.

• Allocate some "playtime" after the tasks are complete. This can be your buffer, if you get behind on tasks. This is where that time has to come from. It is your motivation to stay on target.