

*Do you feel pressurised right before an assignment/ exam?*

*Do you find yourself doing your assignments or studying for an exam at the last minute?*

*Do you feel that if you would have put in some more hours on your assignment/ exam, you would have scored better?*

*Do you promise yourself after every assignment submission/ exam that next time you will put in more sincere efforts?*

If the answer to the above questions is a 'Yes', then read on!

With the increasing pressure to balance college and personal life, time seems to be slipping away! There is almost always a scope of doing something more, something extra. With the increasing demand at college, one does feel the urge to leave everything and only chill and relax with friends. But which path to choose? Can I manage both? The answer to that is a 'Yes'. Let's see how!

Time management is an art and an art that simple should be given a try! Sharing with you all some tips on time management!

### **1. Leave The Past in the Past!**

Very often when we start doing an assignment, and are doing pretty well, out of nowhere- a thought strikes- an anxiety bout, an anger spree or an unsettling thought- "Why did I not organise my work before?".

Yes, realisation is good, but 'better late than never'. Motivate yourself because you have finally started! Be proud of yourself for commencing something that you have been ignoring all this while!

Takeaway- Mistakes happen, its natural; try and look past them!

### **2. Know Yourself!**

It is a good idea to choose a desirable place to work! You may want to sit in the balcony or on the dining table! Select a comfortable place to start!

Also, every person is different and so are her/his peaks of productivity! Some people like to study early mornings while some like to study at late nights! Know yourself! Choose a time of the day/ night that suits you and brings out the best in you!

Takeaway- Notice your peaks of productivity!

### **3. Prioritise**

“It’s not enough to be busy, so are the ants. The question is, what are we busy about?” - Henry David Thoreau

We have thousands of tasks at hand. But the question is where to start from? What I usually do is that I make a to-do list with the expected date of completion of the same. Post that, I rate the tasks from 1-10 on the ‘importance-meter’. Once I know that task 7 needs to be done first, I organise my time table accordingly! You can give it a try too!

Take away- Don’t just ‘look’ busy- be busy!

### **4. Control Time!**

This one is a personal favourite! While working I always have a watch with me. Initially I used to feel that this will evoke anxiety in me, however I realised that this gives me a reality check!

Every time I finish my work before or on time I reward myself and when ever I over shoot the decided time, it gives me an idea as to where I can improve.

Takeaway- Getting a reality check is not that bad after all!

### **5. Time Table!**

When we start an assignment or prepare for an examination, we often tell ourselves that we are going to put in some 12-14 hours and crack it. We start studying and find ourselves engaged with the phone or simply staring at our books!

I have realised that my attention span is really short. Therefore, making unrealistic goals will only get me disappointment. Whenever I am working I work for half an hour and give myself a ten minute break. This combination can differ depending upon the respective attention spans. For example, you may work for 45 minutes, then take a break for 15 minutes.

Takeaway- If you can't study for 12 hours- its understandable!

### **5. Break Big Tasks Into Smaller Ones!**

Have an assignment with 6 questions? Each question has two question parts?

Fret not! Calculate the number of days you have and break down this assignment into smaller parts. For example- do one part of each question everyday. You are done in 12 days! Teachers typically give about 2 weeks time for each assignment!

Takeaway- Bigger is not always better!

### **6. If Something Scares You- Embrace It!**

Math has always made me anxious. I feel my bad experience with math in class 12th was due to the fact that I was so scared of the subject that I always ignored it!

I have learnt that when something scares you, embrace it! Put in baby steps but don't ignore it!

You love Language and Geography but hate History?  
Study one hour each of Language and Geography and put in 10 minutes of History every day!

Takeaway- Its not scary anymore if you embrace it!

### **Closing Word:**

We often feel that it is essential to be working round the clock in today's competitive world however, I believe that it is equally important to strike a balance!

Some years back, Bryan Dyson- then the President and CEO of Coca-Cola Enterprises shared the difference between glass balls and rubber balls.

He said that if life would be a game and we would be juggling five balls in the air- namely work, family, friends, health and morals/ values; we would soon realise that work/ studies/ career is like a rubber ball- you drop it and it will bounce back, i.e. there is a chance of getting it back through efforts and hard work.

However, the rest are all glass balls- once dropped will lead to some kind of damage. Hence, it is important to prioritise and strike a balance!

Do find time to take care of yourself. Move out, spend time with family and friends, take a walk!

In the pursuit of happiness, it is okay to sometimes pause and just be happy instead!

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