MINUTES MATTER

When we are all spending more time in an online classroom **some things are going to change.**

One of the big ones is that you'll be responsible for **managing more of your own time.**

We'll teach you how to be **super productive** when you're more in charge of your time.

And generally, **how to get more stuff done.**

WHAT YOU WILL LEARN

Goal setting
Time blocking
Using technology to be productive

When the bells don't ring, don't do a thing.

That's not really a well-known saying. We made it up. But it's a good one to describe what could happen when the usual things that happen in your day change. (*Great phrase! Kudos! Good job!* We hear you say. **Thanks**.)

While many of your classes will continue just as they did before, and **your teachers will let you know what your schedule is and how it might have changed**, chances are you will have more of your own time to manage.

So, it's super important that you have **some strats in place** to make the most of all those minutes.

Not only will it **help you learn**, but it's one of those **essential life skills** that your parents always talk about. Over and over again. Like understanding money. (No, money is not KFC-tokens).

Understanding how to do it is **one of the best things you will ever learn to do** and one of those things that many adults find hard.

So, don't be all Boomer and **get yourself organised.**

YOU CAN'T MANAGE TIME

There are tons of books on how to do time-management with titles like **Two Days to a More Productive You** and **Calendar Tricks to Achieve Happiness and Spiritual Fulfillment***

But they are wrong. **You can't manage time.**

It goes past whether you like it or not. Unless you have invented a time machine (impossible, as all you physicists know) there's nothing much you can do about it. (*"What would you do if you had a time machine?"* is a question you can ask your teacher).

But what you can do is **manage yourself.**

Make time your friend, not your enemy, by following these **Two Top Time Tips** to become **super productive.**

*Not real. Made them up. But close.

GOALS, GOALS, GOALS

The top experts in effectiveness and productivity say everything should start with **deciding, and writing down, what you want to achieve.**

Instead of saying ***OMG I've got all of this stuffs to do how do I fit them into 6 hours?*** sit down and **write down the 9 things** you want to accomplish.

Why 9? Because it's less than 10 (the same psychology that makes most things in stores end in .99 - it's called **the power of 9**). Anyone with only one thing to accomplish is going to find that done pretty quickly. So 9 is a good enough number.

What 9 things? Some of them might be **longer-term goals** like ***become a doctor*** or ***fly to Mars***, and some of them might be much **shorter term goals** like ***prepare for the end of term assessment*** or ***write up the notes from the video class.***

Whatever you choose, you should have **a mix of long and short term goals.** One of the mistakes that many adults make is having only a **to-do list** of things that need to get done, and no real long term goals.

So instead of trying to manage time, try **managing yourself by setting goals.**

You can **share them with your parents** and you **can share them with your friends**. You might find some interesting results. Who knew that Scotty wanted to take up breeding Chihuahuas? Or that Lauren always wanted to learn how to speak Urdu? Strange.

Try and write down your 9 goals now.

BLOCK IT OUT

Now you have some goals, you have to make progress towards them. So how do you do that?

Start here. You have **some things you have to get done**. History class at 10. Online assessment due by 2. Video call with my project team at 3.

So why not **schedule them into your calendar** and then see what time you have to work with for the rest of your day. That hour between 11 and 12 might just be a great time to start to achieve your goal to *learn about the history of medieval music* or *understand Newton's first Law of Motion.* That hour won't **end** your goal, but you'll have **made progress.**

It's called **time blocking.** The world's most productive people, from **Elon Musk** to **Bill Gates** do it, and if they do it, you might want to too. After all, Elon is going to fly you to Mars, so he might know a thing or two about getting stuff done. Elon flies to Mars. Elon does time-blocking. **Be like Elon.**

You can start time-blocking by **starting with a structure to your day that is the same every day**. You can set aside **08.00 to 08.30** to read your email, **12.00 to 12.30** for lunch and then a **30-minute block** every day where you work on one specific goal. You can also schedule in little **recovery breaks** – say 10 minutes – when you can clear your mind or practice what you will learn about later, **mindfulness**.

But everyone is different. Maybe you're not a morning person. Or maybe you love being up at six. Maybe your thinky time is after lunch. Your schedule, like your goals, is all yours. And the great thing is you are in control so you can change it.

There are **tons of tools that you can use** to do this. You can just use a calendar like **Outlook**, for example, where you would just block out time for a meeting with yourself. It sounds weird meeting with yourself (*Hi, how are you? Fine? You? Yeah good. But you know that, right, you're me.*) but it's a million times better than just having a list of things to do. A list that usually gets longer and longer.

As we say when looking at **the fast and slow parts of your brain,** it's really easy to get distracted and spend an hour watching a YouTube video of a man trying to eat his own nose. Setting goals, and time blocking to achieve them, will make sure you will **get done what you need to** – and **get more done, more quickly,** than you ever thought you could.

Understood this? Do you know **why time can't be managed?** Have you thought about some of your **9 goals?** Know what **time-blocking** is? **Good job!** You're on your way to being super-effective. It will charge up your productivity batteries and juice up your learning.

CONGRATULATIONS!
YOU HAVE LEVELLED UP!

LEVEL UP!