



What you get by achieving your goals is not as important as what you become by achieving your goals.

TIME MANAGEMENT

During 'any questions' at the end of a recent careers meeting held for school seniors the following question was asked:

Student: "What do you actually mean by 'time management'? We often hear the expression, we sometimes read it, and you mentioned it in your speech this afternoon. Is it anything to do with clocks and alarm clocks?"

Visiting Speaker: "It is, but there's much more to it than that. **Time management** is planning and using every minute of your time to the best advantage. Let me explain:

At school you have a timetable. That's arranged for you. By following your timetable day by day you are being time-managed, and without undue effort you slip into a purposeful daily routine. Excellent! Your side of the deal is to use each time slot to the maximum advantage, whether the time allocated is spent with a teacher or is a period of self-directed learning. But on leaving school you no longer have a timetable done for you; it is necessary to create your own. This is when personal **time management** really takes off!"

Student: "So how do I go about creating my own timetable?"

Visiting Speaker: "First decide on your goals and how much time you need to allocate to achieve them. Then write down for each day the times for all essential non-study occupations, eg hours at work, travel time, sleep, meals, recreation, social and family contacts, shopping, churchgoing, religious and charitable activities, etc. and note what time is still available. Allocate this available time to your studies, keeping as much as possible to a similar daily pattern, and you'll be surprised when you discover how much time you have left! That's **time management**. You are in control of your daily routine. It's a positive routine which will produce results for your lasting benefit."

Student: "Hmmm. Thanks! I'd never viewed it quite like that. Yes, it's certainly good to get into a definite daily routine because it keeps your senses stimulated. Also, looking forward to achieving your goals can make you get out of bed with a spring in the morning!"

Visiting Speaker: "That reminds me. Feedback shows that a lot of students, instead of wasting time lying in bed, make excellent use of the early hours of the morning, e.g. 5.00 - 7.00 a.m."

PROUD OF MULTI-TASKING?

Top neuroscientists say that there is no such thing as multi-tasking. You are deluding yourself, for all you are doing is switching quickly from one task to another, and this delusional behaviour comes at a big cost. Instead, your brain needs to move between focusing and daydreaming to help it recalibrate and recuperate. So-called multi-tasking doesn't allow it to do this. When studying or preparing for an exam every student needs an organised mind which can concentrate on the most important details to retain and report. If you have to react to every beep on your phone and don't turn it off you risk denying your brain its resting state. You are overtaxing it. If you study and allow yourself to be distracted your study goes into your striatum, which is the area of the brain that stores procedures and skills, not facts and figures. By studying without allowing any distractions information gleaned will go to the hippocampus (the seat of spatial memory) where it is organised and categorised and is easier to retrieve.

Our advice is: **Always** switch off your phone or blackberry when you start to study. You can't pass exams if you think about a complex theory for half a minute and then check an incoming email.



TURN IT OFF!



A little PGS corner away from distractions'

ENTHUSED STUDENTS AROUND OUR REGION!

A Swedish student writes:

"Studying is inspiring, it's fun and it's rewarding. That's what you find when you set yourself to study. And you have to really make the committal to do it; say to yourself: "I've got to do this", otherwise you won't set time apart for it. And another important thing: it helps to write down **when** you should do it. Then when you've started you find it's interesting and inspiring and you want more of it! Whilst studying you begin to see things from another viewpoint, they open up and matters you haven't understood before become clearer. That's really what I have found. You start to see links between many things in life. I've just completed a very inspiring and motivating course which has transformed my view on life and daily matters. My fervent advice is: Study and you'll notice how life opens up for you! Make it your life!"

A message from France:

"Already the "3ème trimestre" is coming up with exams in view! So hard and serious work is required for the last round! And after that...? **NOW** is the time to think of it!

You've already got a few ideas? You want to know if anyone else in France has applied for the specific course you're thinking about? Have you heard about BTS (Brevet de Technicien Supérieur) studies? Do you need more information? Don't stay alone, you have to feel confirmed in your choice so that you'll be determined to make it to the end and be a FINISHER. Just contact your local agent or email damian.bartolomei@ubteam.com. Everyone must come to a personal decision in following recent counsel - "**everyone in it**", and also any course taken is what was named as "**a molecule of additional learning**". For the interest of French students, don't subscribe too early because prices are really going down by June/July through special offers!"

'I made it!' says a student from France:

"When my boss suggested I should take the CIM courses in English, I thought: "this is a real challenge! I'll do my best." It has not been easy at all, I tell you. PGS is hard work and you must start your study early in the day. Don't keep putting it off and think other things are more urgent. To achieve your goals, you must be in a quiet room and don't let anybody disturb you. My tutor (Kamilla Norrman) * has been very friendly and motivating, all the way through. I received a great support also from my postgraduate studies coordinators. I feel I have learnt a lot about marketing. It plays an important part in my everyday life. But that is not all: PGS helps you with moral values, such as self discipline, perseverance, broad-mindedness, etc. I found out I was the only French student in the country to take that exam, for which I was congratulated! I passed it and was very happy to have seen it through to the end. These Postgraduate Bulletins are very inspiring. Thanks to all the PGS Team. Every school leaver should make sure to be part of PGS in some way.

Happy Studies!"

*See photo in Bulletin 40 (September 2014)

"Discipline is the bridge between goals and accomplishment."