



# Dealing with distractions

## Activity



# Dealing with distractions - activity

Good time management isn't a personality trait – it's a set of good habits. Identify the habits that prevent you using your time well, and work out how to change them.

## Working in pairs:

- Write the things that stop you from managing time effectively in the left-hand column - leave the other column empty for now
- Choose one thing to share with your partner. Discuss possible ways to overcome or avoid this problem. Add anything that you think will be useful to the right-hand column.
- Share this with the rest of the group. If you hear other strategies that are appropriate for you, add them to your worksheet.

What do I want to change	How would that look if it was better