

MANAGING YOUR TIME EFFECTIVELY



Managing Swimming, School and Life Balance

GOALS

As you do with your swimming, set goals in your school work and any other commitments to know what you want to achieve. Plan how you will get there and monitor whether you are on track.

TIMETABLE

Use a calendar to plan out both your swimming commitments and your school commitments to quickly identify busy periods in each. Try to plan as far in advance as possible and manage these where possible. Don't forget to seek help if needed.

COMMUNICATE

Make sure your coach and support network are aware of the demands you are facing and **ask for help** if you need it! Keep your school updated with both your swimming and your school work progress and communicate any changes with them **early**.

PRIORITISE

Use the Important Urgent Matrix (in the centre) to categorise your work to decide what needs doing now and what can be left, or what might be taking up too much of your time and not moving you towards your goals - **be aware** of tasks that waste your time.

TAKE CONTROL

Be **proactive**, take **responsibility** and control what you can control. Set goals, make a plan, communicate this to others and ask for help. Taking responsibility doesn't mean you have to do things if they simply don't feel possible, but it does mean looking at ways to **solve problems** and **asking for help** in advance if you need it.

