

# *The* TIME IS NOT ENOUGH

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DISCOVER HOW TO MAKE THE MOST OF YOUR ACADEMIC TIME

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## JUST BEFORE WE BEGIN...

If you care-less about your time, then you are signing up for fierce stress in life. If you cannot give account for what goes on in your life daily, then you are likely going to experience an ever-lasting delay in life.

Time is life! Once time is wasted, life is also wasted. This little book will help every student make the most of their time. God bless you!

# *SO THE TIME IS NOT ENOUGH...*

Sometime ago, I kept hearing “The time is not enough” for weeks within my spirit. And when I tried to meditate on those words, I discovered that problems are lesser when time is controlled. The majority of problems people face is as a result of wrong usage of time. It takes time to fail, just as it takes time to succeed. As a matter of thoughts, it is the same time you would need to be a failure



that you would need to emerge a success.

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Time is life! Once time is wasted, life is also wasted. Samson wasted his time on Delilah instead of preparing for battles ahead. David wasted his time on adultery instead of going for a battle with his men. On the other hand, Joseph did not waste his time with Potiphar's wife; that

was how he secured enough time to interpret the king's dream.

In 1 Chronicles 12:32, the bible talks about the children of Issachar that understood the times, and knew what Israel ought to do. If you do not know what to do, you would be a victim of the happenings around you.

## WHAT MORE?

Time is a friend to no man! Rather, it is the life-gauge of every man. Every man is expected to live for a lifetime. Time is a small segment of eternity. God lives in eternity, man lives in time. Time is the carrier of the life of man. Do not abuse your time, if you do not want time to

drop you. God gave man dominion over everything except time. Nobody has control over time except the Creator of time Himself.

God gave us time so that we can program the activities of our life into it. But even if you successfully program your activities into time, time will never wait for you to achieve your goal. Time waits for no man! Do not wait for time to heal your wound, heal your wound on-time and move on. Waiting for time to heal is the same as wasting your time. You must have heard that procrastination is a thief of time. I am certain that nobody sleeps in heaven; the bible says God never sleeps nor slumber. And if God is not sleeping, the angels cannot be sleeping.



A certain angel explained to Daniel that the reason he could not come since the first day, was because he had been in a battle with opposing forces for 21 days. That means the angel was not sleeping. We need to wake up, we have slept enough. If God is not sleeping, it simply means that He knows we do not have all the time in the world to ourselves.

Redeem the time because the days are evil. Do what have to be done when it should be done. People who wait till it is convenient to do things hardly do them. That is why they never get anything done. During my Secondary education, I invested more of my time in my books. It got to a point that I was even doing my academic works in my dream. And the

moment I make a wrong attempt, it becomes a nightmare that I would have to wake up from my sleep to check my book for the correct answer. Some parents beg their children to read their books, but my case was different, my parents begged me to leave my book at least for a moment. They would tell me that there is time for everything, but to me, every time was dedicated to my book.

A young lady got a scholarship from the governor of her state for having a top grade in all her subjects. But when she was interviewed to know how she became such a genius, she told the media that she understood that academic time is not pleasure time. She

further explained, that while her friends and families enjoyed the holiday seasons, she despised the temporal pleasure and focused on her academic works.

The time for academic development is not a time to play games or hang out with friends. The friend you have now may not be your friend in twenty years' time. The games you play now may be obsolete in 2 years' time. It is not a time to seat on your television for eight long hours. It is not a time to go to parties, neither is it a time to waste on social networks. It is a time for hard work and productivity. It is a time to build intellectual muscle. It is a time to do something that your future will thank you for.

# ***HOW TO MANAGE YOUR TIME...***

If time is not enough, then we must learn how to manage the time we have. Below are tips that would help you develop a good time management skill as a student:

## ***Create Good Study Habits***

Study at the same time each day so that it becomes a habit.

Plan for weekly reviews.

Set aside blocks or segments of study time (about 45 minutes each).

Keep your study area just for studying and get rid of distractions.

Write down assignments in every class including the due date and then check off items as you complete them.

Take advantage of open “time windows.”

Use the time you spend waiting, walking, riding, etc. to review what you have learnt.

Just before class, quickly review your notes or readings relating to that class.

## ***Plan Properly for Peak Performance***



A. Set up a school-year calendar to get a big picture of your semester – do not include too much detail at this point.

B. Schedule your fixed commitments. Block out or segment time for projects, readings, meetings, scheduled exams, holidays, breaks, presentations, etc.

- Allot time for planned recreation, sports, club activities, etc.
- Enter important dates for your social and family life.
- Leave free time for yourself so you have flexibility.

C. Make a Weekly Schedule. Once a week block out time on a more detailed level for important commitments and deadlines you need to meet. Schedule

meetings with yourself to work on backburner items.

D. Make a Daily To-Do List. At the end of each day organize and schedule your next day. Include routines, errands, and study time.

### Follow Your Plan

I. Do not let peer pressure or the quest for short-term gratification dictate what you consider as important.

II. Focus on the goals you have set for yourself and follow up on your true top priorities.

III. Align your priorities with your long-term values and goals.

## ***Set Priorities: There Is Always More to Do Than You Have Time For***

A. Be mindful that the actions you take today will plant the seeds for your long-term success or failure.

B. Think of the possible actions you can take today that will contribute to your success.

- Go over each action you have thought of and ask yourself, “what positive things might happen, if I make this a top priority?”

- Ask yourself, “What negative things might happen if I do not make it a top priority?”

- Write down the answers you have come up with and sort things out by asking yourself three more questions.

1. How good or bad are the best and the worst things that might happen?

2. What are the probabilities of the best and the worst things happening?

3. How much time and energy would I have to invest?

## ***Overcome procrastination***

Without a date, you will procrastinate. Whenever you have an assignment, set a

goal of when you are to start, so you can finish without a last minute panic.

A. Once you are given a due date on an assignment, count backwards from the due date to establish a start date. Take into account, time you will be spending on other items like social events, sports, etc. Refer to your school calendar where you have blocked out time to commit to other things.

B. Keep stress to a minimum. Start early to avoid a frantic finish.

C. If you usually wait until the last minute to study or work on an assignment, instead of making your goal to finish on time, make your goal to finish early.



D. Remember the riddle, “How do you eat an elephant?” The answer: “A bite at a time.”

If it is a big assignment, break it into small steps.

### ***Look from the Future***

Things that appear critically important today might seem relatively unimportant when you view them from a future perspective. Also, things that appear to be relatively unimportant today might be very important when you view them from a future perspective.

Looking back from the future—“back-casting” instead of forecasting—which items will have been the most significant for you to have accomplished to achieve your ideal week, month, year, and life?

You can do this by; “Back-casting” one week from now, one month from now, one year from now, five years from now.

School represents a time in your life that may have a major impact on how the rest of your life turns out. Your success tomorrow depends on what actions you take today. Keep that in perspective so that the daily decisions you make are wise ones.

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