

Effective Time Management



Preamble

The following psychological resource for participants and athletes, has been developed by sport psychologist Fiona McCarthy on behalf of the NSW Office of Sport, as a key initiative of the NSW Government's Future Champions strategy.

For more information on Future Champions, please visit www.sport.nsw.gov.au/pathways-and-development

Getting to know the author

Fiona McCarthy is a registered psychologist, specialising in sport psychology and is a member of the Australian Psychological Society and the Australian College of Sport and Exercise Psychologists. Fiona owns and operates Mind and Body Balance, a business she established 25 years ago.

Fiona is the Hunter Academy of Sport, Sport Psychology Consultant and a New South Wales Institute of Sport, Sport Psychology Service Provider. Over the last twenty-

five years, Fiona has assisted many teams, athletes, parents and coaches in the areas of confidence, concentration, handling pressure, motivation, goal setting, time management, performance preparation and general well-being. Fiona has worked with numerous sports, assisting recreational level athletes to professional, international, Olympic and Paralympic level athletes, reach their full potential.



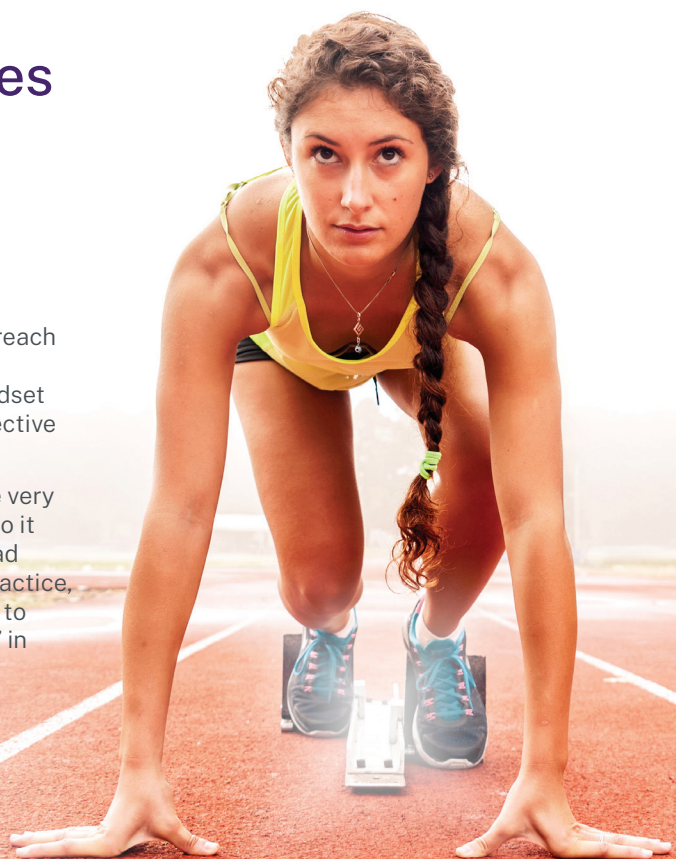
Background to these resources

The importance of having a mental 'tool kit' to support your learning, performance and engagement on and off the sporting field.

The following resources have been developed by Fiona McCarthy to assist athletes at all levels, in understanding the importance of having a suite of mental 'tools' at their disposal. These 'tools' are practical and multidimensional and will help athletes learn and develop the necessary mental skills they require to help them navigate their way through their sporting journey with a positive mindset and achieve success on and off the field.

It is well recognised that to reach the pinnacle within sport, an athlete needs a superior mindset consisting of strong and effective mental skills and strategies.

Importantly, mental skills are very intertwined and integrated, so it is recommended that you read about and put into regular practice, a number of these resources to strengthen the 'mental tools' in your kit bag!



Effective Time Management

One important tool an athlete benefits from having in their mental tool kit bag, is good time management. The ability to learn how to manage your time and be organised, can greatly help with productivity of tasks on and off the sporting arena, as well as helping reduce anxiety, stress and feelings of being overwhelmed or feeling like you are constantly under pressure to perform.

It is sometimes very difficult and challenging to juggle sporting, school or work commitments. Below are some helpful tips to get organised and have good time management.

Balance

Make sure to have other hobbies and interests in your life. Balance your time between these and your sporting pursuits.

Prioritise

Make sure to learn how to prioritise any tasks, jobs or sessions you may have. Allocate the correct amount of time to these tasks making sure the most important or urgent ones are completed before the less urgent ones. This can help especially if you are feeling overwhelmed with your workload.

Colour coded weekly schedule looking at all areas of life

This helps you to organise yourself from day to day, week to week. By colour coding different tasks, it allows you to see a bit of a road map as to what you have on, and it is a quick and easy way to check if your days and week are well balanced and tasks are appropriately prioritised.

Using the **Time Management Worksheet** on the next page, a good start is to block out the time you are at school in red, your training sessions in blue, your competitions in yellow, homework/study in purple and hobbies/times with friends/family in green. Remember, you can pick your own colours and activities specific to you.

Make sure you have some blank spaces, so you are not creating unrealistic time frames to achieve all of your tasks and you have time to rest and regenerate!

It may be best to do this worksheet on a Sunday night for the upcoming week.

Each morning when you wake up have a look at what you have for the day and prepare accordingly.

Tick off when each task is completed throughout the day.

Colour coding helps give you a visual representation of how you are managing your time and if it is balanced and meeting all your needs and wants.

Check out our **Time Management Worksheet** for you to try!

Quality

When engaging in activities on or off the sporting arena, allow yourself to have quality time and fully engage and immerse in that activity, and try to not get distracted from the task at hand.

Strengths vs. areas to address

Make sure you allow the appropriate time each day/week to balance your time with tasks you are good at and things you need to work on. It is easy to neglect the areas we need to work on in favour of the things we are good at. However, for learning and improvement to happen, organised balanced planning needs to occur.



Time Management Worksheet

Date ____/____/____ Week ____

Complete the following Time Management Worksheet.

- Include the following in your worksheet in different colours -
- School or University commitments
 - Work commitments
 - Sport commitments (training, competition, other related sessions e.g. gym, recovery etc.)
 - Family commitments

Please feel free to include any other commitments that you do on a regular basis, that are not listed above.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
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11:00							
12:00							

We hope you liked our tips

Have FUN building your psychological skills and strategies and put them into practice in and out of sport!

if you are unsure of any of these tips or require further advice, please talk to your Coach, Parent or consult a Sport Psychologist.

You might like to check out our NEW animated YouTube video, Developing your mental 'tool kit' to support you in and out of sport featured within the NSW Office of Sport's Pathways and Development webpages @ <https://www.sport.nsw.gov.au/pathways-and-development>.

Check out more tips for Participants @ <https://www.sport.nsw.gov.au/pathways-and-development/social-and-recreational-sport-participants>

And our tips for Emerging and High-Performance Athletes @ <https://www.sport.nsw.gov.au/pathways-and-development/emerging-athletes>



**Future Champions -
Developing your
mental 'tool kit' to
support you in and out
of sport.**

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