

Planning & Time Management

Being flexible is good, but skills in planning and time management will help you meet your goals. It doesn't matter if they are big, long-term goals like working overseas, starting a family or trade, or going to university, or more modest, short-term goals such as making time to watch your favourite show on Sunday night, getting to training more often, starting a painting or book, or saving money for a new iPod. **Planning is a great tool for helping you meet your goals.**

PLANNING ALLOWS YOU TO

- look ahead
- predict likely obstacles (and how to overcome them)
- create realistic schedules
- manage stress
- manage time effectively
- make time for fun/enjoyable activities



TIME MANAGEMENT TIPS

- identify your goals and priorities
- analyse how you are currently spending your time
- match how you are using your time with your priorities
- develop a plan that is manageable
- review and change your plan if necessary
- build in some activities that energise you and make you feel good
- expect that unexpected things can occur
- use schedules/diaries/reminder systems that work for you
- think helpfully

Not everyone is a natural planner. If you find you are struggling to achieve even modest goals, you should seek help – especially if you're finding things overwhelming. Talk to a teacher, the school counsellor, your GP, or other trusted adults. You should also consider:

WEBSITES

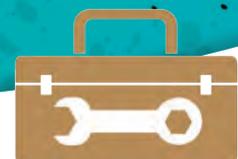
www.youthbeyondblue.com
www.lifeline.org.au
www.sane.org
www.reachout.com
www.headspace.org.au
www.inspire.org.au

HELPLINES

Youthbeyondblue: 1300 22 4636
Kids Helpline: 1800 55 1800
Lifeline: 13 11 14
Sane Australia: 1800 18 7263

ONLINE COUNSELLING

www.kidshelp.com.au



beyondblue
the national depression initiative
www.beyondblue.org.au



SENSEABILITY