

**IELTS TEST DAY**

**Improve Your Band Score**

**Improve your Time Management  
for the IELTS Exam**

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## Congratulations on your Improve your Time Management download.

I recently attended a lecture on improving Learner Time Management and I realised that the principles apply to IELTS candidates too, so I prepared some notes from the day. I am sure they will prove useful. Here they are below.

### Notes from Time-Management Workshop

“The bad news is, time flies...The good news is, you are the pilot!” (Michael Altshuler)



## Prepare in advance

- Proper prior preparation prevents poor performance (the 6 magic Ps)
- Subconsciously you begin working on your plans and goals for the next day while you are sleeping.
- Helps you sleep better as you are not worrying about what you need to do. Insights on waking perhaps.
- Remember that your future is created by what you do TODAY, not tomorrow.

## How do I organise my studies outside of the classroom?

- Reading, Grammar, Vocabulary, Speaking, Writing, Reviewing notes, Reading a news article



## Schedule your time

- Take control over your time - reduces stress and increases self-esteem, thus giving you more energy!
- Prioritise your tasks and then make an accurate, realistic timetable and stick to it.
- Study in bite-size chunks ie. Blocks of 1 hour maximum and 10 minute breaks in between.
- Think positively about yourself and your abilities. Negative self-talk leads to procrastination.
- Turn off all social media and only answer calls that are urgent
- Reward yourself for completing your timetable with something you enjoy e.g. a nice drink or snack, an interesting talk on Youtube.



## The importance of setting your OWN goals

- What do you hope to achieve?
- Realistic daily, monthly and yearly goals are important. Write them down and believe in them. You can always change your goals in the future but you can't if you haven't made any.
- Don't compare yourself to others. People are different. Focus on your own path and individual aims.
- “If you have a goal write it down. If you do not write it down, you do not have a goal, you have a wish”.  
(Steve Maraboli)

## Start your day early

- Almost all biographies / autobiographies of successful people have one thing in common: They go to bed at a reasonable hour, and wake up early!
- This immediately puts you in control of your day
- Take 5 or ten minutes to sit quietly and reflect on your goal for the day ahead.



## Cultivate good organizational skills

- Keep your work space clean and tidy. A messy room means a messy mind.
- Create a file with subsections.
- Keep a mind-map at the back of your portfolio for weekly vocabulary and update it in class time (don't wait until you get home).
- Post-it notes on mirror / wardrobe door.
- Take care when making notes in class. Make an effort to write neatly, use highlighters and file dividers. This will save time when you get home in the evening.



## Increase your productivity

- Are you an early bird or a night owl? When do you function best? Listen to your own biorhythm and organise your plan accordingly.
- What gives you energy? Exercise / fresh air / coffee / chatting to a friend on the phone / watching an inspirational video / a power nap ...
- You are most productive when you feel rested, alert and creative.

When you are relaxed is the golden time for studying!



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## Use your travel time wisely

- Use your travel time to practise your English.
- If you get the bus or a lift in the car, listen to an English language podcast.
- If you walk to school – observe the world around you. Shop signs / newspaper headlines / Street names. What things can you see that you do not know the name of?

Make the most of living in an English speaking country.

- If you walk with a friend, make a promise to each other that you will use your travel time to talk to each other in English – it's the perfect time to practise!

## Be inspired!

- Reading List:
  - The Seven Habits of Highly Effective People (Stephen R. Covey)
  - Time Management (Brianna Anderson)
  - Ted Talks on YouTube



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## And finally...

- “Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michaelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein...”

(H. Jackson Brown Jr.)



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## Additional Information

Whichever test version you choose, IELTS can help you make the most of your time in your chosen country.

### Downloads

- Information for candidates - English UK (PDF, 2 MB)
- Information for candidates - English US (PDF, 2 MB)
- Information for candidates - Arabic (PDF, 973 kb)
- Information for candidates - Korean (PDF, 1 MB)
- Information for candidates - Portuguese (PDF, 1005 kb)
- Information for candidates - Simplified Chinese (PDF, 1 MB)
- Information for candidates - Spanish (PDF, 988 kb)
- Information for candidates - Traditional Chinese (PDF, 1 MB)
- Information for candidates - Vietnamese (PDF, 1014 kb)

I hope the information provided is useful.

*Good Luck*

**JONATHAN**

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