

HOW TO ORGANISE TIME DURING LOCKDOWN

Coronavirus Pandemic, March 2020

The two most powerful warriors are patience and time. ~Leo Tolstoy, War and Peace

The coronavirus pandemic has shifted the way we view time.

Two months ago, our lives were as regular as clockwork. Most of us woke up at the sound of an alarm bell in the morning. We showered, got dressed and took our breakfast in automated mode before heading to school or work.

Lunch time marked a much-needed break in our hectic schedules and we looked forward to finish the rest of the workday. In the evening, we went back home, exhausted and in dire need of sleep only to resume the same mad circle the following day.

COVID-19 seems to have put a spanner in the works.

All year long we complained way too often about not having enough time. Today, we find ourselves with too much time on our hands and extra responsibilities. We cannot fall back on our reassuring schedules and for the first time in many years, we discover that we have to find new ways of regulating our time and fill the void.

Some people have been lucky enough to continue studying or working from home, thanks to the Internet. Many more have been laid off due to inactivity in their different economic sectors such as the food and hospitality industry.

When we have nothing to do, it is easy to fall into the trap of lethargy. When we have nothing special to look forward to, it is damn easy to sit back and let time take over. **DON'T.**

Don't watch the clock; do what it does. Keep going. ~Sam Levenson

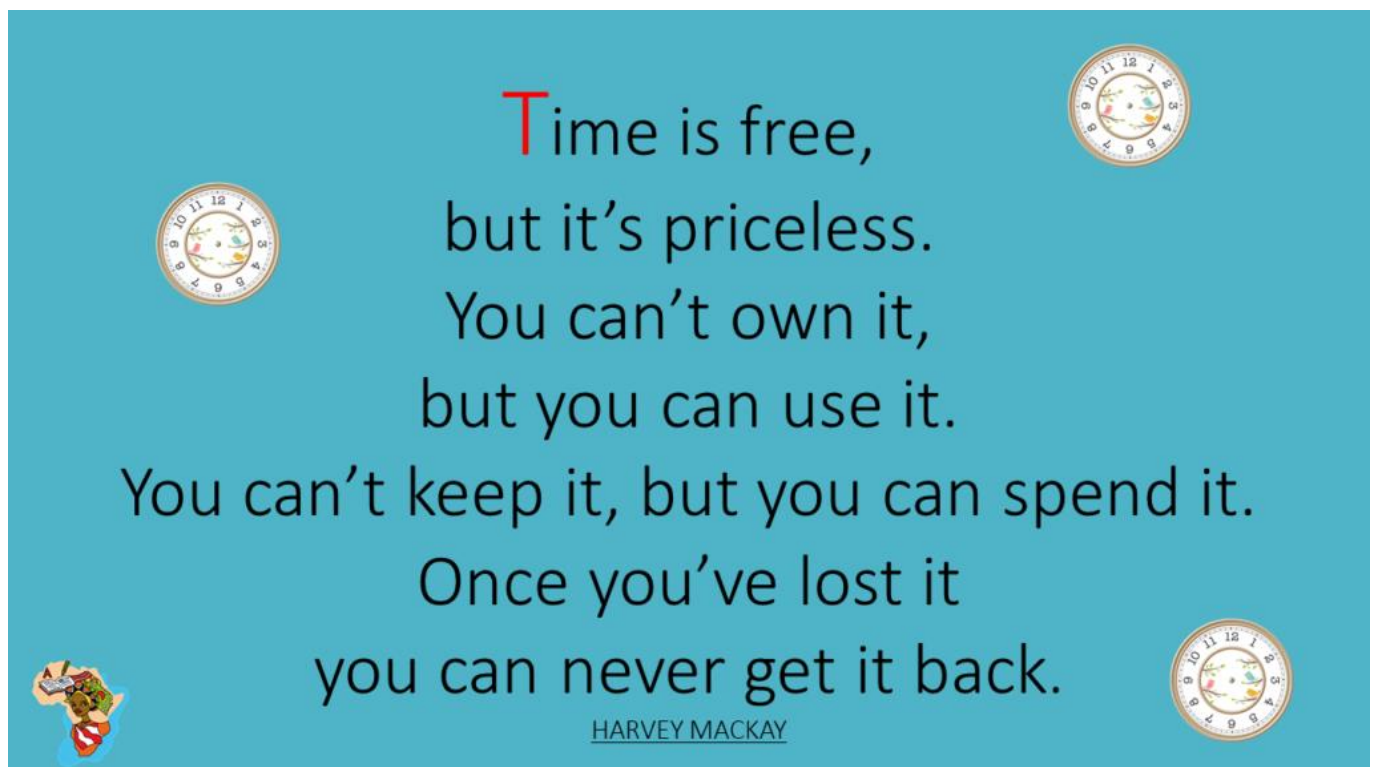
There is something wonderful and mathematical about the way time is regulated in general.

Nature is beautiful.

Let's start from the top by looking at a few time expressions.

- A millennium or kiloyear is a period of a 1000 years or 10 centuries.
- A century comprises a 100 years or 10 decades.
- A decade is composed of 10 years.
- A year has 12 months or 52 weeks.
- A week is made up of 7 days or 168 hours.
- A day has 24 hours.
- An hour is composed of 60 minutes.
- A minute has 60 seconds.

When we divide time this way, we see that we have a lot of seconds, minutes, hours and years to enjoy.



Time is free,
but it's priceless.
You can't own it,
but you can use it.
You can't keep it, but you can spend it.
Once you've lost it
you can never get it back.

HARVEY MACKAY

How to organise time during lockdown

DO

- Set up a schedule that works for you —you'll get things done and you won't feel confused or disordered.
- Take meals at regular times. If you can, eat with your family —you'll feel reassured by your family's presence and you'll get proper nutrients to help you counter the effects of the lockdown.
- Dress for the job if you are studying or working from home —you'll feel motivated and won't be tempted to watch TV.
- Keep away from distractions such as your phone or TV —you'll be able to focus more on what you are doing.
- Know when to stop working or studying —you'll get more rest.
- Exercise as much as you can. There are many [workout videos](#) on YouTube —you'll be in good physical and mental shape.
- Read books (hard copies or on your electronic devices— you'll make great use of your free time and will get cleverer by the day!
- Keep a journal or diary —you'll hone your writing skills and you'll be able to go back to your diary once the pandemic is over. (*Oh, I wrote this!*)
- Take up a hobby that nurtures both your mind and spirit —you'll become a whole human being.
- Pray or meditate — you'll find comfort in peace.

DON'T

- Binge-watch videos on YouTube or Netflix —you'll lose time and you'll be overwhelmed when you actually have to work or study.
- Wake up whenever you want —you'll lose track of time.
- Regularly check on updates about the pandemic —you'll feel helpless.
- Do nothing —you'll turn in circles and go crazy + all of the above.

Time is the most valuable thing a man can spend. ~Theophrastus

HOW TO ORGANISE YOUR TIME DURING LOCKDOWN

- ✓ Set up a schedule.
- ✓ Take meals at regular times.
- ✓ Dress for the job.
- ✓ Keep away from distractions.
- ✓ Know when to stop working or studying.
- ✓ Exercise.
- ✓ Read books.
- ✓ Keep a journal or a diary.
- ✓ Take up a hobby.
- ✓ Pray or meditate.



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