

Learning how to learn

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USING TRANSITION TIME

What is transition time?

It is the time lag/period you spend between two activities or waiting for something. Examples of transition time include waiting for your turn in a clinic or a bank, waiting for a meeting to start, the time you spend in transport or a car, etc.

In this busy world, any professional who wants to succeed and catch up with new innovations and changes must be able to utilize his transition time in a productive way. Thanks to technology, it is now possible to use electronic devices in different modes of communication and access to knowledge from any place, anytime.

Strategies to utilize transition time

- Know your transition time and plan ahead to utilize it
- Do two or more things at once (household example)
- Adopt a habit of carrying with you a folder, book or items to work on

Examples of using transition time

You can make use of your transition time in accomplishing different types of tasks and activities such as:

- Phone calls (can save you a lot of distraction while at work)
- Memos and draft letters
- Reading (books, newspapers, etc..)
- Checking and sending emails
- Listening to tapes, videos, CDs, etc..
- Self-assessment and reflection
- Thinking to generate ideas!

Remember that transition time is not for dealing with the main work of the day, it is for things that if accumulate will take up more of your time...so use it to do away with things that can distract you while doing your main tasks at workplace..

Sources

Bird, P. *Time Management*. Teach Yourself Series. Hodder Education, London, 2003.