

IAS Prelims 2014

IAS Preliminary 2014 Exam is scheduled to be held on 24th August, 2014.

Time Management

Time management is a very essential part of the preparation for **IAS Preliminary Examination**. This is because the time is limited and the **IAS Prelims Syllabus** is very vast. So the candidates need to make the best possible utilization of time. Also, if you do not manage your time properly, you'll end up wasting time on irrelevant things, while leaving the essential things uncovered. The IAS Prelims 2014 is a hard nut to crack. It consists of two papers - **General Studies Paper I, General Studies Paper II (CSAT)**. Both require equal attention to qualify the exam.

Here are some tips for time management:

- Make a schedule: divide your day
- Divide your day to accommodate all the essential daily activities and make a schedule.
- Keep at least 8-10 hours a day for studies (if attending coaching, you'll be able to give only 6-8 hours a day).
- Within the study time, divide it into two parts: **General Studies Paper I** and **General Studies Paper II (CSAT)**. If you are from Mathematics and English background, or are generally good in English and Aptitude, then you can keep only 2 hours a day for General Studies Paper II (CSAT) and devote the rest of the time to General Studies Paper I. If you are not very comfortable with the topics of General Studies Paper II (CSAT), then you need to devote 3-4 hours for its practice.
- Devote around 45 minutes for reading newspaper and making its notes. Don't skip newspapers, nor postpone reading them. You will never find time to complete them later.

- Keep 1 hour for reading current affair magazine and magazines like yojana and kurukshetra.
- Rest of 4-5 hours would be left for General studies preparation for paper 1. This can be divided for various subjects or can be kept for a single subject at a time.
- Setting deadlines and targets that are small and realistic will help you complete the syllabus in time.
- Get a proper sleep for 6-8 hours a day.
- Another 2-3 hours would be spent in daily routine.
- After all this, you'll be left with 1-2 hours which you should spend for some physical activities like jogging, cycling, yoga or playing a sport, and leisure activities like music, dance, painting, etc.
- Keep activities like cleaning the room, etc. for the end of the day, just before you sleep.
- Stop studying at least 24 hours before the exam as studying now will only make you more anxious. Just relax yourself for this day.

Candidates can discuss their preparation related issues and queries at IAS/PCS group of Myjosh.

Jagranjosh wishes its users all the best for the exam.