Time Management

Tips on how to stay mentally and emotionally healthy whilst studying
Why is Time Management important?

• Good time management is essential to success at university
• Planning your time avoids a ‘traffic jam’ of work and helps you cope with study stress
• Helps you study for harder subjects
• Makes you feel in control!
Most Important: Plan ahead

• Prioritize your tasks - decide which task is most important and should be completed first.

  - For example- In a choice between writing an essay due in 2 weeks or preparing a presentation due to 4 weeks - start with the essay.
• Complete small tasks straight away rather than putting them off.
• Break difficult or boring work into sections
• Don’t try and write an assignment in one sitting-write it section by section
• If you feel yourself loosing focus, sit back and think “What are my goals? Why am I studying?” or grab a drink and have a quick break
Long Term Planning

• Use a 6 month or 3 month planner
• Easy access to your planner
• Mark important dates in your phone
• Write in dates assignments are due and exams are scheduled
Long Term Planning Cont.

- Allow for extra workload
- Plan start dates for each task and write them on your planner
Planning on a Weekly Basis

• Short time slots include:
  – train/bus journeys
  – lunch breaks
  – gaps between classes

Anything from 15 minutes to 1 hour is a short break and is still useful!
Tasks for Short Time Slots

• Reviewing lecture notes
• Completing short readings
• Revising for exams
• Proofreading an assignment
• Writing essay plans
• Completing tutorial tasks
1 to 3 hours is a good time for more concentrated study.

Medium time slots can be used for:

• Revising for exams
• Drafting/editing assignments
• Reading for assignments
• Taking notes from readings
Long Time Slots

More than 3 hours can be set aside for:

• Working on assignments
• Completing extensive amounts of reading
• Doing research for assignments
• Revising for exams
Use your student diary or a timetable

Fill in all the main demands on your time:

• Lectures and Tutorials
• Hours of work (part time job)
• Regular social commitments
• Mealtimes and family events
• Sleep times