

TIME MANAGEMENT TIPS

Time Saving Tips

Most students find themselves wishing for more hours in a day at some point during your studies. While this isn't possible, there are some things that you can do to save time:

- Avoid clutter;
- When reading, try not to backtrack. About 25% of reading time is spent backtracking;
- Do one task a day that you don't like. This will help you in overcoming any unnecessary deferments;
- Throw away useless notes. Streamline your files;
- Use technology.

One thing you will not have enough of is time! You will be very busy and will sometimes wonder how you will have time to fit in your studying! You may detest making plans and hope to study only when the mood takes you but the reality is you must be organised about how much time you allocate for your studies. Otherwise, you will have a backlog of work which will never be reduced. The worry and strain of this can mount up and leave you feeling apprehensive and anxious. This will discourage you from studying and your enjoyment of your course will disappear rapidly.

If you are finding it very stressful and impossible to get down to studying, do not struggle on alone. Ask for advice.

Planning Your Learning

You will plan your holidays, shopping or travel to ensure you get what you want, so do the same with your studies.

Make a Term by Term Study Plan

- Collect a free termly planner from a local bookstore.
- Note down all your lectures, tutorials, seminars and library times.
- Next, note down all your assignments, projects, etc. together with their submission dates.
- Write down exam dates, times and places.
- Now include time to be spent with friends, family, your social life, holidays, etc.
- Finally, put in some completely free time slots. If need be, these can be used to top up any shortfall in your study time.

When you have done this you will see exactly what amount of time you have available for studying. Organise yourself around these time slots. This will give you a clear picture of your studies and indicate times when you are going to be under the most and least amounts of study pressure.

Ten Tips for Managing Your Time

1. Be realistic. Plan an acceptable balance of study and relaxation times.
2. Set definite, attainable and reasonable targets in your study slots.
3. Set early deadlines. Break large assignments into smaller, more manageable portions.
4. Don't worry over a huge workload. This will only make you feel miserable and guilty. Push yourself to get on with studying. Take steps to overcome any work avoidance strategies.
5. 90% of all your studying will be carried out in the last 10% of the time you have available. Try, then, to study early on. This will give you more free time and will make you feel better.
6. Make lists of things that you need to do, prioritising the list into absolutely urgent, important, and not urgent.
7. It is better to keep your study sessions to short time slots with breaks in between. Several short sessions usually achieve more than one long one. Try to avoid interruptions.
8. Check what the assignment or task is worth and allocate a proportionate amount of time and energy to it.
9. Perfectionists always have a backlog of work. Aim to do a good, competent piece of work, not a perfect one.
10. Give yourself rewards or treats on completion of major stages in an assignment. This should keep you motivated.

Need More Information?

Check out the following websites:

<http://cs3.brookes.ac.uk/student/services/health/time.html>

<http://www.mdx.ac.uk/www/study/Timetips.htm>