

## Time Management

Time Management is setting and following a schedule of study. This will help you organise and prioritise your studies around the competing activities of work, family etc.

### Guidelines:

- Monitor your time
- Reflect on how you spend your time
- Be aware of when you are wasting time
- Know when you are most productive

### Planning Your Study Time:

Have a “To Do” list. Write down things that you have to do, then decide what to do now, what to schedule for later, and what can be put off until a later time period. Tick things off as you complete them!

Have a Daily/Weekly Planner. (get a student diary) Write down appointments, classes, meetings on a chart or in a diary. Always know what’s ahead for the day. Always go to sleep knowing you are prepared for tomorrow!

Have a Long-term Planner. Use a monthly chart so that you can always plan ahead. Long-term planners also help to remind you to plan your free time constructively.

- 1) Allow sufficient time for sleep, a well-balanced diet and leisure activities
- 2) Prioritise assignments
- 3) Prepare for discussion sessions before class
- 4) Schedule time to go over lecture material immediately after class;

**Remember: forgetting is greatest within 24 hours without review!**

- 5) Schedule 50 minute blocks of study
- 6) Choose a place free from distractions to study
- 7) Plan to use ‘dead time’
- 8) Schedule as much study time as possible during daylight hours
- 9) Schedule a weekly review

10) Be careful not to become a slave to your schedule. (You need to be prepared to rearrange things to cope with emergencies or changed plans etc)

**The satisfaction of 'crossing off' the completed task can give you a great sense of achievement, and even a sense of reward!**

**For further reading try:**

Successful Time Management in a Week Treacy, Declan 658.4093

Instant Time Management Clegg, Brain 650.1

**Web Links:**

Time Management Games Online <http://www.mindtools.com/>

College Life Time Management

<http://collegelife.about.com/od/academiclife/a/timemanagement.htm>