

# Managing your time



## And your employability

Studying for your degree requires you to plan your time effectively and prioritise tasks in order to meet assignment, project and dissertation deadlines. You may also be balancing your university work commitments with part-time work and family commitments. Although fulfilling these commitments is challenging, it is good preparation for the demands that will be made of you in the graduate workplace.

The criteria for many graduate jobs include prioritising and time management. Therefore, you will not only need to manage your time effectively in your graduate job, but you will be required to give examples of your ability to prioritise and manage your time in applications and interviews in order to get your graduate job. Below you will find details of how a number of graduate employers express their need for time management skills in different roles.

### **NHS Graduate Scheme:**

“Successfully juggle conflicting priorities”

### **Plastipak UK Ltd. for a Customer Service Graduate Trainee role:**

“Able to manage competing priorities whilst remaining focussed on critical tasks”

### **Project Management Unit DAI Europe for an Associate Project Manager role:**

“A proven ability to multi-task under pressure”

### **Ocean Media Group for a Marketing Assistant role:**

“Good organisational and planning skills”

“The ability to work on multiple projects simultaneously”

“The ability to work under pressure and to strict deadlines”

To give yourself the best chance of evidencing these criteria effectively, try to:

- Reflect on and record situations where you have used your time management skills to good effect during your studies, for example when meeting a number of deadlines within a short time frame, when planning a performance or degree show or when working on a course project or presentation.
- Take advantage of opportunities to develop your time management skills beyond the requirements of your degree, for example through work experience on placements and internships, through working as a student ambassador or supporting Freshers activities with your Faculty or the Students Union or through involvement in UoS sports clubs and societies.
- Use the Study Skills resources to gain tips on how to develop your time management skills further.

