

# Time management for students



## Ten effective steps

### 1. Be systematic in

- Thinking about time management
- Developing an understanding of how you use time
- Working out how best to manage your time to achieve your priorities
- Planning your time

### 2. Find out your time requirements

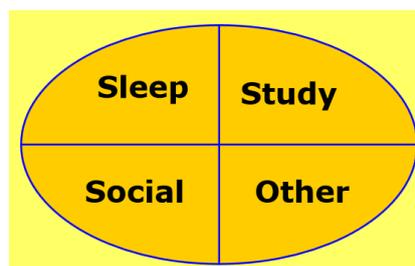
- What are your timetabled commitments, e.g. lectures, seminars?
- How much time is recommended for self-study in your module guidelines?
- How much time do you need to travel from home to your lectures?
- If you have a job, how much time does that demand in a week?

### 3. Clarify how you use your time now

- Where do you think your time goes
- Where it *actually* goes

### 4. Decide how you want to use your time

- Use a chart to plot how you will use your study time
- Use time circles to decide how much time you want to give to different activities



## 5. Prioritise

- You may find it hard to fit in everything you wish to do
- Some things will be more urgent than others
- Identify your priorities and set a completion time

## 6. Plan

- Be specific and comprehensive in your time planning
- Keep a detailed planner/diary to help track and control your time
- Work backwards from deadlines, e.g. hand-in dates

## 7. Do it

- Place your planner where you can easily see/use it
- Implement your plan to schedule
- Work out what might sabotage your plans

## 8. Apply time management techniques

- Experiment with ways of managing and saving time
- Find out what works for you and gives you more time to do the things you want to do

## 9. Manage distractions and procrastination

- Identify what distracts you
- Plan strategies to manage these

## 10. Monitor

- Keep checking you are sticking to your plan
- If not update or change your plan to make it realistic
- Work out what you need to do to stay on target

Adapted from: Cottrell, Stella (2013). *The study skills handbook*. 4th ed. Basingstoke: Palgrave Macmillan.