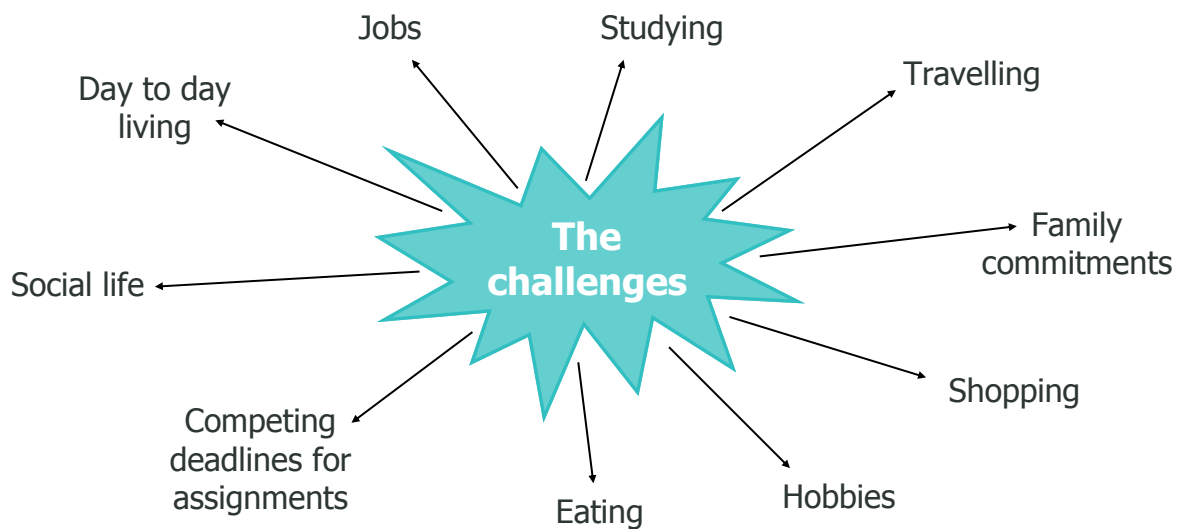


Time management for students



As a university student only part of your week and year will be formally timetabled. **You** are responsible for organising most of your time, including your study time. This can be challenging.



10 effective steps for time management

1. Be systematic

- Think about your time management
- Develop an understanding of how you use your time
- Work out how best to manage your time to achieve your priorities
- Plan your time

2. Find out your time requirements

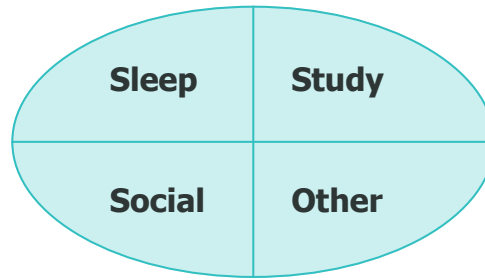
- What are your timetabled commitments, e.g. lectures, seminars?
- How much time is recommended for self study in your module/s guidelines?
- How much time do you need to travel between campuses, buildings and lectures?
- If you have a job, how much time does that demand in a week?

3. Clarify how you will use your time now

- Where do you think your time goes?
- Where does your time *actually* go?

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 disrupt 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 distractions

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, S. (2013) *The study skills handbook*. 4th edn. Basingstoke: Palgrave Macmillan.