
Study Guide: Time Management



Tools

Tools to help you manage your studies:

- A diary, calendar or journal.
- Lists/notes to prioritise tasks.
- Make timetables/design schedules.
- Carry a small notebook to jot down ideas as they occur to you.

Planning

Timetable in things you have to do:

- Lectures/seminars/workshops/tutorials.
- Reviews/critiques/assessments.
- Part-time job & other commitments.

To ensure you meet all deadlines:

- Break down projects into small specific tasks.
- Prioritise tasks.
- Work out approximately how long each task will take. Be realistic!
- Fit all tasks into the timetable.
- Be aware of opening times and other student demands on University resources – factor this into your planning.
- Plan to finish your project well before hand in to allow time for final adjustments or problems that may arise.
- Allow time for relaxation.
- Be flexible - try to keep to your timetable, but make readjustments as necessary.

Keeping on track

- If you get a block, move onto a different task.
- If you are in need of help/advice don't wait until you are running out of time

Know how you work

- Think about what time of day you work most efficiently and build this into your timetable.
- Be realistic about what you can achieve in the time allotted.
- Your study might be more effective if you allow yourself breaks.
- Reward yourself on meeting deadlines - this may help motivate you.

Time saving tips

- Try to rationalise your time by combining tasks, for example, when planning to visit the library, list all the jobs that can be done there.
- Make use of dead time, for example, reading on the train and jotting notes in a queue.
- Organise your material so that it does not get lost or damaged and can be accessed easily.