

TIME MANAGEMENT

Managing time is more complex than just filling in your lecture and assignment deadlines on a timetable. A schedule must be practical and realistic. Effective time management is a learned behaviour and can be developed and enhanced over time.

This hand-out describes a 6-step approach to practical time management.

1. Prepare

- Your study timetable and diary. We have included a template for a timetable on page 3 of this hand-out.
- You can use a hard-copy diary, a diary on your computer, mobile phone, IPAD etc.
- Add daily and weekly commitments to the timetable to give you a realistic look at how full your semester will be.
- Add up to 2 (1 or 2 hours) regular study slots per paper or module.

2. Prioritise

- Each paper/module requires a working strategy. A "one-size fits all" approach does not work for all papers.
- Reading time needs to be prioritised. This is slow time. Often this cannot be rushed due to the condensed academic writing one needs to engage in.
- Type all coursework assignments with their assessment weightings in chronological order onto one A4 sheet. We have included a sample template on page 4.

3. Portable

- Carry your diary and timetable with you at all times.
- Place your chronological dates sheet on strategic sites around your house i.e. study room wall, bedroom wall, or kitchen wall.
- Regular visualisation of your workload will help you see that the workload is real and not abstract.

4. Passion

- Drive, desire and determination are three necessary components to complete and succeed in your course.
- Success breeds success. Something inspired you to enrol in your course. We call this passion. It is that glimmer of hope that you wanted change in your life for the better. The challenge is to continue that passion from the beginning of the Course to the end, especially when the honeymoon period of returning to study is over.

5. Perspire

- Develop physical activities to balance the mental activities. With your head in your books and surfing the Internet you will need to exercise your body up to 2 or 3 hours a week.
- Your body may be undergoing high anxiety levels, increased heart rate, low blood sugar levels and eye-strain. Physical activity can be an outlet to re-correct some of the stress placed on your body through study.
- Walk, Run, Dance, Work-out, up to 3 times a week!

6. Produce

- Produce It Now (PIN). There is never a better time to do readings and essay writing than right now. Do not delay reading, writing or mind mapping notes. There is no time like the present.
- Productive practice makes perfect. Quality study is better than quantity study. Do not kid yourself that more hours studying is the answer. It is the quality of the study that you engage in that is important.
- Consistency always adds value. If you think of something you are really successful at, it is likely to be due to the many times you have completed that particular activity.
- A good work ethic starts with one hour at a time.
- Productive students DO as opposed to DO NOT.

TOP TIPS

What if you have scheduled study time but can't get started?

Do 10 minutes study housekeeping to get going: These rituals can act as study triggers - file lecture notes, organise readings, brainstorm your topic, highlight keywords in notes or assignment questions, write up reference lists.

What if you are getting interrupted all the time?

Make the library your second home. Find your favourite desk and go there often. Meet friends there for study (not socialising).

Weekly Timetable – 20 _____ Semester _____							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5.00-7:00am							
8:00							
9:00							
10:00							
11:00							
12:00							
pm 1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00-8:30pm							
8:30-9.30pm							
9.30-10:30pm							
10.30-11.30pm							
11.30-12.00pm							

Semester coursework in chronological order

Keep track of the big picture - all your coursework requirements must be kept in date order so you know which one is coming up and which assignment is due next:

Assignment title	Paper No	Draft date	Assignment Percentage	Lecturer	Date due

References

Cottrell, S. (1999). *The Study Skills Handbook*. New York, NY: Palgrave.

James, J., & Brooks, J. (1996). *Study skills guide*. Porirua: Aotearoa New Zealand

Landsberge, J.F. (n.d.). *How to deal with stress*. Retrieved October 7, 2004 from <http://www.studygs.net/stress.htm>

Landsberge, J.F. (n.d.). *Time management*. Retrieved October 7, 2004 from <http://www.studygs.net/timman.htm>