

Time management is a crucial skill for all students at all levels and also a life skill. Becoming successful with juggling work, tasks, projects and free time and so on, requires discipline but is extremely beneficial your for work and leisure.

Remember the rule:

Time management = study success

Also consider:

How much time you spend studying?





And

How well you use that time?

To start,

It is important for you to figure out how much time you have available for a piece of work or task, often based on its deadline. After this you can then plan when to start (straight away is often best) and how long it is likely to take, for example, for an essay which requires researching, planning, writing and then checking. Or if you are dealing with multiple tasks, perhaps begin with the simple ones to get you started or maybe the difficult ones first to get them out of the way - you choose. Using good planning and prioritising abilities will also make you feel more in control of your work.

Some items to help you get organised:

<p>1). To-do lists – lists of things or tasks to get done on a piece of scrap paper. Listing all the tasks is the first step in sorting them out. Tick boxes also give a nice sense of achievement as you work your way through the list.</p>	
<p>2). A study diary (online or physical) - this will help you allocate specific times to work or study and organise your social life.</p>	
<p>3). A wall planner timetable (or online one) – to help you see when a deadline or date coming up.</p>	
<p>4). Post it notes – good for quick reminders of things to do, usually on the same day.</p>	

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Key Time Management Tips:

- ✓ Break down big tasks
Tasks are less overwhelming if you tackle them one step at a time. For example, dividing a project or assignment into small parts to work on individually. For an essay submission, work out how much you need to read and how long you've got to plan and write it to fit in with the deadline. Also consider the word count in your planning.
- ✓ Prioritise your work list
Be realistic about what needs doing now - give yourself just 3 or 4 things to do on one day. Deadlines are the priority, while extra things (such as background reading) can wait till later. Make a plan to deal with your tasks in the time you have available. A good priority plan could look like this:

Priority organiser						
List of things to do	A Importance? (scale 6-10)	B Urgency? (scale 1-5)	C (A-B)	D Order of priority	E Start by...	F End by...

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<http://www.studyskillshandbook.co.uk>.

- ✓ Learn to re-order your day if necessary by considering your normal activities, calculating your time available and inserting your tasks into the day.
- ✓ Avoid procrastination where you might put something off and waste time in the process. Discipline is really important here – repeat this to yourself!
- ✓ Avoid distractions when trying to get work done, such as video games or Netflix media. Take a break from work if you need but try to plan leisure time for evenings instead of working late.
- ✓ Find a good location where you won't be interrupted.

More useful information on time management can be found in the following **further reading**:

~ Cottrell, S. (2019). *The study skills handbook*. (5th ed.). Red Globe Press.
(one of the best study skills texts with a great chapter on time management, and useful checklist on page 150)

~ Sommer, S. (2016). Time management. In C. Vorderman (Ed.), *Help your kids with study skills*. DK.
(A more basic text but still well summarised and very well illustrated)

~ University of Sussex. (2021, September 10). *Skills hub*. <http://www.sussex.ac.uk/skillshub/>
(A fantastic resource for anything study skills related, even though it is aimed at university students)