

Time Management



Better time management skills improve your academic performance and keep your stress levels under control. **Prioritise, Planning, and Persistence** are the three P's of effective time management skills.

Prioritise- learn to say 'NO' to your friends so that you can keep to your schedule. A short term shift in your lifestyle might be needed to help you accomplish your goals.

Planning- find a balance between study and free time. Put time aside for both by making and revising a study timetable that works for you. Get studying over and done with first so you can really switch off and enjoy your free time.

Persistence- having persistence is the ability to beat laziness and sticking to your study timetable. Avoidance of doing a task which needs to be accomplished can create stress.

Planning to Study: Deciding what is to be done?

Making the most of the time available is a skill and like so many other skills it can be learned. Ask yourself.....' **What is important?**' and '**What is urgent?**'

You will have commitments in your life that require time dedicated to them. Some commitments are incredibly important to you, your values, tasks that help you accomplish your goals in life. Some of these important commitments occur at a fixed time in the week and cannot be rescheduled.

You will also have commitments that are not important to you but still need time dedicated to them. Quite often these type of commitments can be rearranged to a more suitable time which allows you to get on with the more important and urgent tasks.

When you complete the task over the page, you should consider the following:

- **Spend time on the 'Important/Urgent' tasks first e.g., a project deadline**
- **Spend time on the 'Important/Not Urgent' but at a time that is suitable e.g., time with friends, sports, hobbies**
- **Cut down on the 'Not Important'**

List all the hobbies, sports, activities, and pastimes you do in a typical week that involves you dedicating your time to them, e.g. work, training, visiting relations, babysitting.

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Now prioritise all of these into the table below according to their importance, if they have a deadline, or if they can be rescheduled.

Important / Urgent / Cannot be Rescheduled	Important / Not Urgent / Can be Rescheduled
Urgent / Not Important / Cannot be Rescheduled	Not Urgent / Not Important / Can be Rescheduled

Personal Revision Programmes



Now that you have identified what is important in your life and what is simply a waste of time, you can now sit down and make up a Personal Study Programme (see overleaf).

It is important that you continue to do the things that you enjoy and make time for friends and relaxation. The best advice is to get personal study completed as soon as possible, leaving you the rest of the day or evening to do the things you really enjoy.

By continuously delaying or putting off personal study, it makes it very difficult to enjoy your free time as it is constantly on the back of your mind and you may feel under pressure or guilty for not meeting your study targets.

Basic Study Guidelines

Everyone develops their own way of studying. However, here are some basic guidelines which apply to us all.

- You should continuously revise and review our work. Don't leave studying too late.
- Identify those things which have to be done and decide which have to be done first
- Have a daily and weekly plan for study and other commitments.
- Be realistic in your time allocations for each activity and allow for social activities.
- Divide your study into sessions of about 45-50mins, allowing for short breaks of about 5-10mins in between.
- Start with difficult areas or those you like least, saving the best to last.
- Go over your work within a day of learning it. Rework your notes, highlight areas of importance, identify areas you are unsure of and ask for help in these areas.

Planning

Task 1 (See overleaf)

Complete a personal study programme for term time and when necessary exam leave. By having a disciplined approach in following your Study Programme, it will encourage you to set time aside for study as well as the activities that are important to you.

It is very important that you are realistic with your Study Programme. You can put yourself under too much pressure by setting yourself unlikely targets. You will be more motivated and more likely to follow your Study Programme if it is manageable and practical.

Personal Study Programme- Term Time

Time	Monday	Tuesday	Wednesday	Thursday	Friday	W ^e nd Time	Saturday	Sunday
15.30						8-9		
16.00						9-10		
16.30						10-11		
17.00						11-12		
17.30						12-13		
18.00						13-14		
18.30						14-15		
19.00						15-16		
19.30						16-17		
20.00						17-18		
20.30						18-19		
21.00						19-20		
21.30						20-21		
22.00						21-22		
22.30						22-23		

Personal Study Programme- Exam Leave

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08.00							
09.00							
10.00							
11.00							
12.00							
13.00							
14.00							
15.00							
16.00							
17.00							
18.00							
19.00							
20.00							
21.00							
22.00							