

5 Ways to Manage & Make Time

1. Set aside time to plan

When you have a lot to remember, it can be easy to forget. Take twenty minutes or so at the start of each week (Sunday!) to sit down & plan your week out.

Consider these questions:

What are your standing appointments and commitments? *When are you going to bed and waking up?*

Where is everything located?

How long will it take you to commute?

2. Use a weekly schedule

Fill in all your demands of your time for the coming week using the weekly timetable below. This includes:

- Your lecture timetable including tutorials
- Work commitments
- Family commitments
- Leisure activities (including time for exercise)
- Mealtimes
- Study breaks

Once you have filled out the time commitments on your weekly timetable, you can readily see how much time you have left to study.

Make sure to schedule in study breaks, approximately 10 minutes for each hour, and during this time, it is recommended that you leave the study area, go for some fresh air or have a snack. If you are studying material that is very difficult, you may need to take more frequent breaks.

Schedule Flexi-Time (e.g. for one hour) each evening for work that you did not have time to complete during the day. This will allow you to complete the study you had scheduled for that day and reduce having to carry over work for the next day.

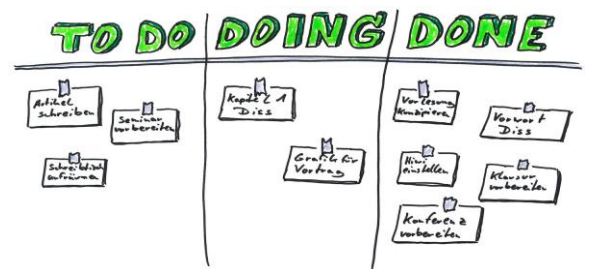
Weekly Timetable Example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00	Spanish		Business			Work	Work
10.00	Business	Calculus				Work	Work
11.00	Break	Spanish tutorial	Study	Spanish	Business	Work	Work
12.00	Accountancy	Lunch	Spanish	Calculus	Business	Work	Work
13.00	Accountancy	Calculus	Lunch	Lunch		Work	Work
14.00	Lunch	Business		Study		Work	
15.00	Calculus		Accountancy	Study		Work	
16.00		Study				Work	
17.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
18.00	Maths assignment						
19.00	Flexi-time	Flexi-time	Flexi-time	Flexi-time	Flexi-time		Study
20.00		Gym	Gym	Study	Gym		Gym
21.00							
22.00							

My Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00							
10.00							
11.00							
12.00							
13.00							
14.00							
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3. Track things you have to

- Use 'To do' lists and tick off items when they're completed.
- Write it down tasks as you think of them
- Use 'Post-it' notes and attach them to prominent places in order to prompt an action or job that needs to be completed that day. This could be placed on a corkboard in a central place or in your bedroom
- **Prioritize:** - First things first
 - Rank activities in order of importance and degree of urgency. Decide what needs to be done and what can wait.
 - Do not neglect the important things and focus on the minor pieces
- Make an assignment tracker (below) to see what continuous assessment you have due.

Assignment Planner Example

Module	Continuous Assessment	Due date	Completed	Exam
Intro to psych		Fri 27 th March		20 th May
Social care		Mon 23 rd March		17 th May
Early Education		Fri 27 th March		None
Policy Making		Wed 25 th March		25 th May

4. Think Long-Term

In addition to your weekly calendar, try to use a term-long calendar. A Term at a Glance (below) can help you to see your entire term in one go, can help you to populate your weekly calendar & can help you to prepare for high-stress times of the term, so you can deliver on deadlines and commitments and also feel as balanced as possible at the same time.

Here's how it works:

- i. Take all of your syllabi at the start of the term: identify all of your exams, all of your major project and paper due-dates, and any major assignments for each of your classes.
- ii. Think beyond coursework for your term, too: what else are you involved in? Do you have a weekend you'll be away, or will you be delivering a paper at a conference, or celebrating someone's most important birthday? Make note of these on the Term at a Glance, too.
- iii. Use colour coding and symbols to easily delineate between courses and project types.
- iv. Once it's filled, study it: when will you need to plan ahead to be able to meet the obligations of your coursework and your work life and your social life, too? How will you plan ahead to do your best studying and your best drafting and your best project work?

Term at a Glance Example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	Date: <u>1st</u>	Date: <u>2nd</u> Analyse question	Date: <u>3rd</u>	Date: <u>4th</u> Create essay plan	Date: <u>5th</u> Identify relevant readings needed	Date: <u>6th</u>	Date: <u>7th</u>
Week 2	Date: <u>8th</u> Read relevant texts & make notes	Date: <u>9th</u> Read relevant texts & make notes	Date: <u>10th</u> Begin 1 st draft	Date: <u>11th</u> Begin 1 st draft	Date: <u>12th</u>	Date: <u>13th</u> Write second draft	Date: <u>14th</u> Write second draft
Week 3	Date: <u>15th</u> Proof read	Date: <u>16th</u> Proof read	Date: <u>17th</u> References	Date: <u>18th</u> Assignment Deadline	Date: <u>19th</u>	Date: <u>20th</u>	Date: <u>21st</u>

5. Be Realistic

- Being realistic with your scheduling is understanding yourself and how long you can focus for.
- As a rule of thumb, it's best to spend anywhere from 25 - 50 minutes studying or working before you take a 5 - 10 minute break.
- Recognise what time of day you are most productive and organise your study during this time.
- Use **SMART Goals** to set realistic go



