



# Time Management

## Organising & planning your study



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# Aims and objectives

## Session Aim

To understand the basics of effective time-management for university study



# Student life

## Since starting university...

Your experiences of managing your time may be quite different to what's expected of you now.

You are an independent learner

You have more commitments

You will need time to process new ideas

You may have new social and living arrangements



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# Student life

## Students are busy people.

Aside from study, what are some of the things you have to juggle in your hectic lives?

Part-time  
jobs

Extra-  
curricular

Social  
life

Family life



# Student life

## Students are busy people.

Aside from study, what are some of the things you have to juggle in your hectic lives?

Some students find themselves leaving too little time for work

Some students find themselves working  
**TOO MUCH**



# Student life

**Students are busy people.**

**Aside from study, what are some of the things you have to juggle in your hectic lives?**

Ideally, it's about cultivating a  
**Work/life balance**



# Strategies to improve your time management

- Work smarter/more effectively.
- Do focused/active work - stop working earlier.
- If you don't understand something, take a step back.
- Keep complex tasks for your best working time.
- Systematise your notes.
- Always plan before you study.
- Keep things simple.



# Prioritise

- Make a list of the tasks you think you need to do.
- Make a list of your goals for study (e.g. pass the course, get good marks, achieve a degree etc).
- Consider the task list in the context of the list of goals.



# The four Ds

	Important	Unimportant
Urgent	<b>DO IT</b>	<b>DELEGATE IT</b>
Not Urgent	<b>DEFER IT</b>	<b>DUMP IT</b>



# Learn to say NO!

- No-one will think you're a bad person if you don't always say yes.
- If you don't do it, someone else will. If not, it may not have needed to be done in the first place.
- The stress caused by overloading yourself will impact on the people around you.
- Your priorities come first – stick to your plan.



# Time stealers

facebook

LIX



Yo

PS4™



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# Deal with procrastination

## What is procrastination?

- Putting something off to do something else
- Putting effort in low priority task
- Reading emails and newsfeeds
- Saying 'yes'
- Waiting to be in the 'right mood' or 'right time'
- Being a perfectionist
- Seeing the task as 'overwhelming'



# Deal with procrastination

## Overcoming procrastination

- Identify smaller goals
- Start with a pleasant task to kick-start the activity
- After each goal, reward yourself
- Time yourself, but do not underestimate the time
- Ask someone to check up on you
- Do one task at a time
- Use the Pomodoro technique



# The pomodoro technique



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# The Pomodoro technique

1. Decide on the task to be done.
2. Set the pomodoro timer (traditionally to 25 minutes).
3. Work on the task until the timer rings. After the timer rings, put a tick on a piece of paper.
4. If you have fewer than four ticks, take a 5 minute break, then go to step 1.
5. After four cycles, take a longer break (15–30 minutes), reset your tick count to zero, then go to step 1.

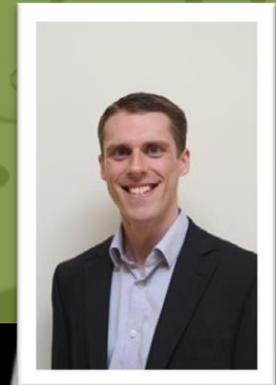
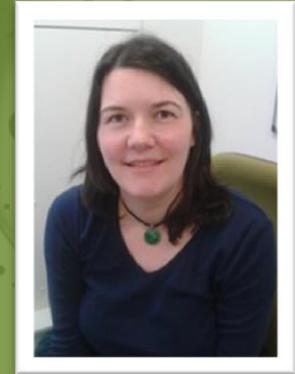


# Additions to the Pomodoro technique

- Plan your study the night before – prime yourself.
- Have activities and questions to be answered.
- Adopt SMART tactics – have specific goals.
- Track and chronicle your progress.
- Be finite in your activity.
- Reward yourself for a job well done.
- Withhold reward for incomplete work.



# Subject Advisors



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# Academic Skills Centre



**First floor,  
New Main Library**



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