EFFECTIVE TIME MANAGEMENT

One of the challenges of studying at university is getting everything done in time while maintaining your sanity and having a balanced lifestyle.

There are, however, many things you can do to ensure you use your time effectively.

Planning and prioritising are two essential time management strategies.

You need to use different types of planning to achieve your study goals.

Co-op distributes free, yearly planners. Use these to backward plan.

1. Backwards planning involves working backwards from your submission or presentation dates, e.g.

Consult your unit outline for information on when you need to
- hand in each assignment

Then **work out** when you want to
- finish your 2nd and 1st drafts
- complete the outline for your essay, report, etc.
- finish your initial library research, etc.

Record these dates in your planner.

Remember to include personal and social plans and obligations whenever you are constructing a timetable.

Colour coding your planners can help.
- Use **one colour** for activities that are the same each week e.g. lectures, labs, tutorials etc.
- Use **another colour** for private study time.
- Use **another** for family, religious and personal commitments, etc.
- Use **another** for social activities. These may have to be curtailed during busy study periods.

Keep on target — plan and prioritise
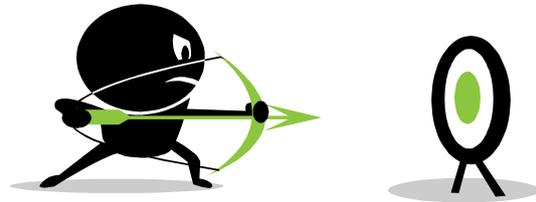
2. Weekly planners are also very useful. They can be used to **prioritise** your **daily and weekly** tasks.

Find one that suits you, whether it's on your phone, computer, paper or a wall.

3. STUDY*Smarter* assignment calculator is another planning and prioritisation aid. This can be used for specific essays, reports, etc.

> A key to effective time management is allocating your time wisely.

Time management tips

Set goals that are SMART[1]
- **S**pecific (have a clear **purpose** for each study session).
- **M**easurable (i.e. can be **checked** e.g. I'll finish reading this chapter by 5pm).
- **A**chievable (carefully **assess** the scope of each study session or project in terms of the time available).
- **R**ealistic (be **aware** of what you can do in an hour/day).
- **T**imely (achieve your goals by spending time on what you **need** to do NOT what you would like to do).

[1] Adapted from https://www.dlsweb.rmit.edu.au/lsu/content/1_StudySkills/study_tuts/time_manage_LL/02time.html

Lists are useful

Weekly and daily 'to do' lists work well for lots of people, especially if you **prioritise** your tasks.

High	Medium	Low
Finish powerpoint slides for presentation tomorrow	Do key word search for next essay	Start exam review. Move to High soon.
Contact other group members to arrange slides for the presentation		

Know yourself

If you know when you study best and for how long you can study effectively, you'll manage your study time better.

Can you answer the following questions about yourself?

- When are you most alert?

- How long can you study for without needing a break?

- When do you do your most effective study?

- How do you motivate yourself to complete difficult study tasks e.g. assignments?

Be proactive—catch time. Don't wait for it to catch you!

Your time is limited and the amount of study you have to do (or could do) is unlimited so being proactive about managing your time is the best option.

Proactive students

- Plan ahead. They don't wait for someone to tell them what to do or when to do it.
- Ask for help as soon as they need it. They don't wait for a crisis to develop.
- Are most likely to be effective time managers.

Like this Survival Guide? Why not check out...

Survival Guides: *Avoiding procrastination, Preparing for exams, Writing exam essays*

Want to know more about STUDY*Smarter*?

Find out about all our services and resources at: www.studysmarter.uwa.edu.au

Any suggestions?

We'd love to hear from you. Email us at study.smarter@uwa.edu.au