

Taking the Time to Manage Your Time

Effective time management is essential for efficient study. No matter how you try to stretch it, there are only ever twenty four hours in a day, and while some people struggle to meet deadlines, others seem to easily manage extra-curricular activities, a social life, part time work, and still hand assignments in on time. Their secret is **PLANNING** and **ORGANISATION**.

Two tools can help with both. The first is the yearly planner. On this planner it is important to mark assignment draft due dates, assignment due dates, exam dates, holidays and other important events that will take up time. This allows the student to see, at a glance, which deadlines are approaching.

The second tool is a weekly timetable. On this, the student may allocate time for activities they need to complete, including study, extra-curricular, work and social commitments, and down time.

There are also a number of common routines adopted by students who effectively manage their time. Often these students will:

- Study the difficult subjects first.
- Prioritise and re-prioritise the tasks that need to be completed,
- Mix homework with study or revision,
- Know when the best time is for them to study, and use it.
- Make sure they are taking care of themselves, (and do not study when they are tired or hungry).
- Recognise that they do not need to give the same amount of time to each subject each week, but rather, they can 'borrow' and 'pay back' the time in various subjects according to assignment and exam schedules. (Although they still give the same amount of time to each subject over the course of the semester.)
- Allow themselves time to rest and relax so they feel refreshed when it is time to study.

Using these time management techniques, it is possible to feel more organised, and therefore less stressed about assignments and exams.

