

Time Management

This resource will explore the notion of time management, ways to achieve an effective study plan, prioritising tasks, the benefits of managing your time and ways to overcome barriers.

WHAT IS TIME MANAGEMENT?

Students can become stressed and overwhelmed due to the lack of preparation and time dedicated to their university studies. Time management is the ability to plan and organize the use of your time, with the aim of assigning activities and working in a realistic time frame for optimum productivity. Managing your time effectively will allow for the successful completion of assessments, keeping up to date with in-class work, and maintaining a healthy balance between your studies, employment and social life.

LEARN TO MANAGE YOUR TIME

Semester Planner

Using a semester planner, which is usually handed out during orientation week, write down all assessments as soon as the subject outlines are released. Once the exam timetables are released, you can also add the dates of your exams to the semester planner. To prevent feeling stressed and overwhelmed, it is important to get into the habit of starting your assessments long before they are due.

ASSESSMENTS

To avoid feelings of stress around assessment due dates, at the beginning of semester, use the assessment schedule in each of your subject outlines to map out what is due when and work back from the due dates to allow time for preparation, research, writing and editing.

Prioritising Tasks

Prioritisation is the concept of evaluating what tasks you must complete and arranging them in order of importance. This practice allows you to organise yourself by having an understanding of what needs to be completed first. One way you can prioritise tasks is to use the set due dates ('Pre-reading for Tuesday Tutorial'), or create due dates of your own ('Complete by Friday...'), this way you have a set of smaller goals that will help you complete the tasks in a step by step process. Completing the smaller goals first will mean you will have finished quite a lot once you reflect back on what you have finished, boosting your motivation.

Create a Study Plan

A good way of clearly seeing what you have to do during the week is to create a study plan or schedule. This is helpful when you have consistent class schedules, assessments and leisure activities throughout the week. A good way of formulating this schedule is by adding each category listed below in chronological order:

1. Tutorials, Lectures, Laboratory (if applicable)
2. Assessment task due dates and exams
3. Work roster
4. Study blocks (50 minutes of study, 15 minutes of break)
5. Leisure activities

TIPS

- Print out your study plan and laminate it in case anything pops up during the week; this way you can easily add it in using a whiteboard marker.
- Colour-coding your timetable can make identifying what classes you have a lot easier.

NOTE: The different planner options do not need to be paper based; if you prefer it, you can use an online or digital planner using the same methods provided.



Study plan made using the application, 'Numbers'



Study Sessions

Study blocks give you an idea of when it is a reasonable time for you to study, considering when you are most productive (morning, afternoon). Within this time, you may choose to revise study notes, watch an online lecture, or start working on your. It is important to have an idea of how you will use this time, as it will help you focus on the set task. Write a to-do list if you are unsure of what task to begin with. Prioritise and set a goal for each study session and stick to it, e.g. 'watch Week 5 Lecture 1 and summarise notes'.

UOWmail & Office 365

All UOW students are given an email address which provides access to the cloud-based Office suite. This gives you the option of working on assessments, study notes and other material at home and at the library without having to take your laptop or tablet anywhere as it is accessed through your email. UOWmail provides calendar services, which you can use to add alerts, due dates and events; it also provides the option for you to share your calendar with other people.

BENEFITS OF TIME MANAGEMENT

- Reduces stress and anxiety
- Reduces procrastination
- Provides sense of control over the way you productively spend your time
- Provides a sense of achievement and productivity
- Allows you to thoroughly enjoy your free time without worrying about delayed tasks due to lack of time management

BARRIERS

Procrastination

Procrastination is the intentional delay of an activity or task. Many university students carry this characteristic throughout their studies. Not only does procrastinating make you feel guilty, but it can also cause feelings of anxiety and stress, which can affect your overall health and wellbeing. You may also feel overwhelmed if many tasks have been delayed and must be completed by a certain deadline. Overcoming procrastination is a challenge, but you must push yourself to begin a task and slowly work your way through it. Break up tasks and prioritise, focus only the task at hand and if you find yourself getting off track, stop yourself, have a break and continue on with your work.

Distractions

When trying to focus on a set task, it can be difficult to maintain your concentration when there are distractions, such as the TV, YouTube, friends and family and, of course, social media. If you want to do well in your studies, it is up to you to eliminate distractions. Follow your study schedule and make others aware that you are busy at certain times. If you want to watch a certain program on TV, make it your aim to finish a task first and then reward yourself by watching the program.

WHERE TO GET HELP

- [Learning Co-Op](#)
- [Counselling Services](#)
- [Programs to Help You Succeed](#)

FURTHER RESOURCES

- Exams
- Taking Notes

REFERENCES

Nadinloyi et al. 2013, 'The Study Efficacy of Time Management Training on Increase Academic Time Management of Student', *Procedia – Social and Behavioural Sciences*, vol. 84, pp. 134-138.

Hassanbeigi, A, Askari, J, Nakhjavani, M., Shirkhoda, S, Barzegar, K, Mozayyan, MR and Fallahzadeh, H, 2011, 'The relationship between study skills and academic performance of university students', *Procedia-Social and Behavioral Sciences*, vol. 30, pp. 1416-1424.

