

Time Management

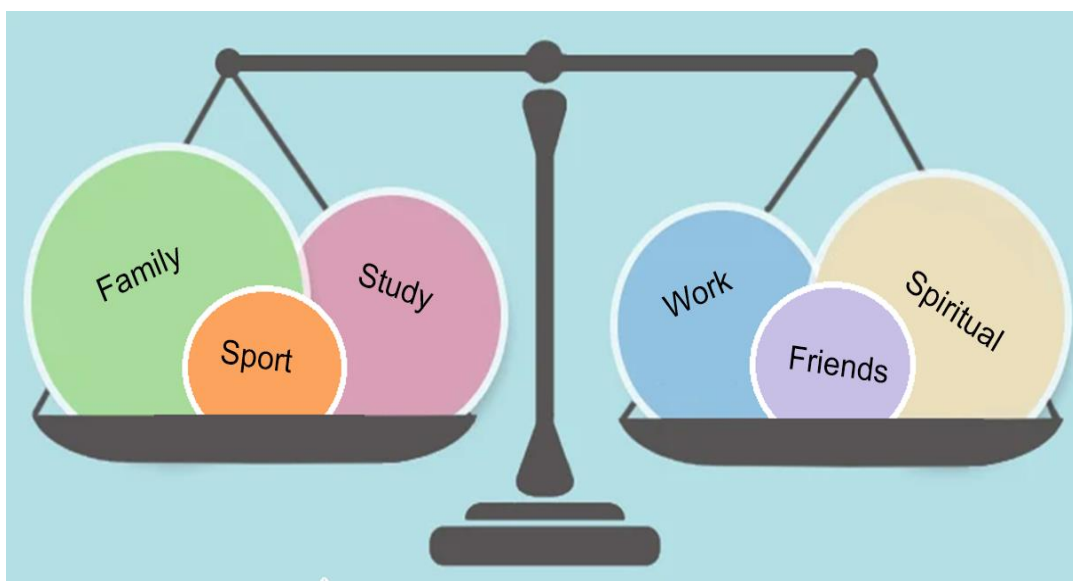


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Effective time management is a crucial skill, especially when balancing multiple academic priorities and deadlines. In addition to the demands of various subjects, you also have personal and work commitments to juggle. Good time management helps you reach your goals with less stress, greater satisfaction, and a healthy sense of well-being. Effective time management is not something that just happens by chance. It requires planning, consideration and, most importantly, action.

The balancing act

Time management involves planning your schedule to ensure you know what needs to be done and when you have time to do it. The key is to prioritise time for your social, emotional, spiritual, physical, and intellectual well-being first. Once you've allocated time for self-care, you can focus on work and study. By prioritising your well-being, you'll find that your productivity in both work and study improves.



BENEFITS OF TIME MANAGEMENT

- Achieve goals
- Becoming more organised
- Achieving personal and professional balance
- Improves your lifestyle
- Reduces stress

Tips for time management

1. Identify demands on your time

The most successful students are those who maintain a balanced lifestyle. This involves dedicating time each week to both academic responsibilities, such as studying and completing assessments, as well as to paid work, caregiving, rest, exercise, hobbies, and socialising with family and friends. Try this interactive version - [Time management calculator](#).

2. Prioritise

After identifying the demands on your time, determine which tasks are flexible and which are not. Consider organising tasks by their importance and value using a straightforward approach, such as the example below.

Things that are of high importance really should be included in your planning – chart these on the left side of the line. Low importance tasks go on the right.

High Importance		Low Importance
EDX8*00 – Essay 50%	ITG101 – Forum Post 5%	Social media
Sisters wedding	ITG101 – Readings	

3. Plan ahead

Planners allow you to visually organise your time and tasks. Whether you choose an online or paper version, both can be effective - decide which option suits you best.

- A [trimester planner](#) provides a clear overview of the entire study period, helping you identify busy periods for assessments and manage your workload more effectively. Be sure to include assessment submission dates to stay organised.
- A [weekly planner](#) helps you to map out your weekly commitments (class, study and personal), consider peak concentration times, and decide when to do things. To-do lists are a great way of keeping on top of your daily tasks. These can be short dot-point lists of things you need to do on a given day. Tick them off as you finish them.
- An [assessment planner](#) to break your assessment tasks down into stages and to determine the timeline you need to follow to successfully complete the work by the set deadline.

4. Maximise productivity and minimise procrastination

It's important to use your time studying as effectively and efficiently as possible.

Think about:

- Your best peak concentration times: morning, afternoon or evening.
- The blocks of time you have available: schedule these within your best concentration times, taking into account your family and home environment.

- Scheduling short, intensive study sessions rather than long, marathon ones: short, intensive periods of study means you can keep up both your concentration and quality of work. Schedule these for 1-2 hours with breaks between them.
- Varying your study activities: whenever possible choose active learning strategies, do something with the materials you're studying, e.g. try re-forming your notes into a flow chart or mind map (active strategy), rather than just re-reading them (passive).
- Your learning preferences: find how you like to study and create those conditions for yourself.

Often, the hardest part of having a heavy workload is not the work itself but the stress and worry it brings. If you struggle with procrastination, it could be because you haven't yet found an effective way to approach the task.

Procrastination might be your mind's way of saying, "I'm not sure how to begin". It's not necessarily about laziness—it may be more about figuring out how to prioritise.

Anti-procrastination strategies

- Recognise when you're procrastinating: Notice behaviours like excessive desk organising or playing "just one more" game on your phone.
- Identify the cause: Procrastination might stem from not fully understanding the task or lacking a clear process for completing it.
- Break tasks into smaller steps: Divide the work into manageable pieces, such as analysing the task, brainstorming ideas, finding readings, taking notes, drafting, editing, and finally submitting.
- Start with easier tasks: For example, read a short article before tackling a longer one.
- Set short, achievable time goals: Commit to working on a task for just 20 minutes and see if you can continue.
- Create consistent study blocks: Schedule regular 1-2 hour sessions with clear targets to build productive habits.
- Ask for help when needed: If you're stuck or don't understand something, reach out for support.
- Set realistic goals: Consider what's achievable within the time you have, e.g., "I can finish this section today."
- Track and reward progress: Set measurable targets, like reading one article or writing 200 words, and celebrate small wins with rewards.



Further support

Contact your student learning advisors via the Support for Learning team here:

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