

Tips for managing your time

Managing time efficiently can be the key to your success or failure at university. As a general rule, you are expected to dedicate around 10 hours a week to each unit. If you are studying 4 units, you need to put in as much time as you would for a full time job.

As well as attending lectures and tutorials, you are expected to read widely and complete assignments which will usually require research. Add to this preparation for and revision after lectures and tutorials, and you will find you have a lot of work to do!

It is especially important that you organise sufficient time for your study and use this time effectively.

Follow these tips:

- Be realistic about the amount of time you have available to dedicate to study. Consider your best times for study.
- Use a session planner to map out when your assignments are due and when you need to make a start on them. Go to [A step-by-step guide to planning your assignments and putting them together Quick Guide](#) to download a session planner and learn how to use one.
- Use a weekly planner to map out your daily commitments and stick to it! This will help you to devote equal time to all units each week and complete each of the tasks you are required to do. You may prefer to use a diary for this or even your webmail calendar. Choose whatever works best for you.
- Write out your goals. It is often important to remind yourself about why you are studying! Remember goals can be long-term and/ or short-term.
- Make a copy of your unit objectives. This will help to remind you of the knowledge and skills you are acquiring, as well as keep you on track for your assignments.

Commence working straight away. Don't think there is time to ease yourself into study.

Using a weekly planner

Using a weekly planner helps you get into a study routine and fit in all the tasks and activities you need to do each week. It provides a reminder about when you are supposed to move to study mode! Believe it or not this can give you the motivation to get yourself started. It shows you, and others, what your commitments are and when you are free to relax!

Tips for constructing a weekly planner so that it works for you!

- Set a realistic starting and finishing time for your days. This means that you need to think about what kind of person you are, e.g. Are you a morning or a night person?
- Pencil in all of your fixed commitments including lectures, tutorials, work, travel, meals and meal preparation time, family commitments and leisure time. Be realistic about the time these tasks take. Consider adding in household chores like cleaning as something to be done between study sessions to provide physical and mental breaks.
- Pencil in your potential study times. The aim is to calculate how much time you have for study (remember the ideal amount you should dedicate to each unit is 10 hours a week). Then divide this time between the number of units you are studying. Allocate equal time for each subject. Think about the best way to utilise the odd hour here and there between lectures and tutorials but be realistic!
- Aim to complete a specific task in each study time e.g. 'doing readings' or 'research for assignment', remember to try and allocate time before and after each lecture for preparation and revision. (see [Getting the most out of lectures Quick Guide](#))

See over for an example of a weekly planner.

Quick Guide

What is in this guide

- Tips for managing your time
- Using a weekly planner
- Tips for using your time as well as you can
- Related Quick Guides

- Place your weekly planner where everyone in your home can see it so they are aware of your commitments.

Teaching staff are continually developing resources to assist their students. Making these resources available as Open Education Resources (OER) is a component of academic scholarship.

Tips for using your time as well as you can

- Be prepared! Read your Unit information Guide as soon as you receive it. Know what is expected of you. Plan for your assignments using a session planner.
- Decide when it is best to do what tasks.
- Decide where you work best e.g. at home or at university in the library?
- Decide how you learn best e.g. is it by hearing, seeing patterns? and work accordingly.
- Make lists of tasks to be done. Use these to plan, prioritise and organise study sessions.
- Break large tasks into smaller, more manageable steps.
- Use all of the above to fill in your weekly planner and stick to it!
- Reward yourself when you have achieved a set number of tasks.
- Use class and tutorial time to ask questions and to clarify what is expected in tasks.
- Tape the 'must view' TV shows to watch when you are too tired for study.
- Seek assistance early.

The key to making a study schedule work for you is to be flexible and realistic, to recognise your strengths and weaknesses, and work around these to maximise the use of the time available to you!

Related Quick Guides

[A step by step guide to planning your assignments and putting them together](#), [Getting the most out of lectures](#)