

## What is good Time Management for studying?

During your academic studies it helps to have good time management. This Guide will offer tips on how to get organised, to manage and plan your time for effective and productive studying. Don't forget, these transferable skills can also be used in other areas of your life.

### How do I manage my planning?

- Before planning, be clear from the beginning of your own individual requirements, e.g. part-time job, family, hobbies, commuting.
- How, where and when will you include these into your plan?
- How much realistic time will you allocate?

### Are you organised?

- A good starting point is to use your timetable: note the days, times and subject – what are the total hours?
- This will give you a clear idea of the remaining time for the week
- How much 'realistic time' do you need to study during the week?
- Remember to include your individual requirements you noted above as part of your planning of your time

### How do I plan my time?

There are different sources you can use to help plan your time. Remember this may change as the first few academic weeks develop. You may wish to use one source or combine these to find a suitable routine. Try to remain flexible and identify gaps in your time, for example, trade-time which could be the odd half-hour between small jobs or getting up early. Finally, remember to include your 'me' time and allow for relaxation too.

Here are a few sources to help get you started:

- [Planning your time](#) visual guide
- [Annual assignment planning](#) template
- [Plan your weekly schedule](#) template
- [Prioritise your task](#) template
- Could you use any Apps?
- An academic diary
- E-diary
- To do list
- Gantt chart
- Wall planner
- Personal planner

### Best time and place to study?

- Identify when you are most and least productive when studying
- Is it the morning, afternoon, evening or late at night?
- Once you have identified this, block out this planned time period only for studying!

- Try to plan your time so you do your most difficult tasks when you are at your most productive and plan to do less demanding jobs, like background reading, when you are less productive.
- Where and how do you study best: why?
- Is your study productive here?
- Are you easily distracted?
- Do you like to work alone, with others, in silence, to music?
- Do you have a couple of different places where you can study to have a change of environment and encourage new thinking?

### **How long should I study for?**

This entirely depends on how you study. It is different for everybody. You should study the way you prefer but try to avoid long periods of studying. Remember you need a break too! You may wish to work in blocked time periods and use the [tomato timer technique](#). During your study you may experience writer's block or your mind may go blank. If this happens, try to take 5 minutes out and try these tips to get you back on track:

- Free writing (just write continuously non-stop for 5 minutes about your topic – this is a good technique to help your ideas to flow)
- Taking stock: jot ideas you already know about the topic
- Writing questions for the seminar
- Making a one-paragraph summary of the topic using PEEL
- Preparing notes for a presentation
- Making quick notes from a reading

### **More tips for effective time management!**

- Identify your goals for the study
- Be aware of your expectations and limitations during planning
- Review your planning regularly
- Do you have a study buddy?
- Do you procrastinate – what can you do to manage this?
- Set SMART objectives (specific, measureable, achievable, relevant and time bound)
- Do a SWOT analysis of your time (strengths, weaknesses, opportunities and threats)
- Give consideration to the quality and quantity of your time
- As part of your planning try to use the KISS technique (Keep It Short & Simple)