Time Management
What we will cover today...

- Practical tips to help you manage your time more effectively
- Suggestions of ways to get organised
- Identifying how you work best
- Tips on how to prioritise your workload
- How to negotiate deadlines and timelines for assignments and exams
- How to overcome problems with getting started
Time management chart

• Please fill in the chart, recording how you spent your time Friday.

• What does this tell you about how you spend your time?

• Could you spend more time on your University studies?

• Remember...It will only work if you stick to it!!
To do list

• Write all of your tasks for the week ahead

• Use that list to make a daily list
  • Put tasks in the order you will do them

• Tick off your complete tasks

• If you don’t complete a task, move it to your list for the next day

• Always avoiding a task?
  • Break it down into smaller tasks
  • Make it the first task you do
Diary/monthly planner

- Having a diary or planner is really important in helping you to organise your life.
- Whether this is on your phone, online or a physical diary, they can help you to keep track of things, as long as you use it every day.
- Using a monthly planner, such as a calendar, and putting this on your wall, can also help you to get an overview of each month so you can forward plan.
Organise your files
Identifying how you work best
Prioritising
Prioritising your workload

Key questions:

- What is due in first?
- What counts for the most marks?
- What can be left until later?
- What can I get done quickly?
- What do I need more time to understand?
Negotiating deadlines and timelines for assignments and exams

- Multiple modules running at the same time means multiple deadlines for essays, reports and revision for exams
- Using a timeline can help you to see the semester as a whole, and therefore to manage your time more effectively
- The timeline I have provided will be useful if you fill it in as soon as possible with all your assignment/exam deadlines for each module
## Example timeline

<table>
<thead>
<tr>
<th>Week</th>
<th>Module:</th>
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<tbody>
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<td>3</td>
<td>Blog Post Wed 1.00pm (5%)</td>
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<td>8</td>
<td>Individual assignment 2000 words (30%) Submit Wed 1.00pm</td>
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<td>11</td>
<td>Report 1000 words 15% Submit Fri 1.00pm</td>
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<td>13</td>
<td>Exam 50% Tues 9.00am</td>
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Dealing with distractions

You are allowed a life outside studying, but problems start when other things take up so much time your studies suffer. Remember that your academic work is a significant occupation much like a paid job; it’s not a luxury you can indulge in only occasionally. You worked hard to get to university now you deserve the time to get a good result.

- In groups of 2-3 write down 3 things that distract you from studying on the post-it note
- Swap post-its so you have a list from another group
- Discuss ways of dealing with the distraction in your group

FEEDBACK
“I just can’t get started!”

- Start with a plan or structure for your assignment
- Break down your work into manageable chunks and focus on one thing at a time rather than looking at the whole picture
- Set yourself lots of small goals so you have achievable targets to aim for and less chance of losing your focus
- Keep your work varied
- Don't aim for perfection - aim to work towards perfection
- Try the Pomodoro technique
Many apps are available online for managing your time, some of which combine calendar and to-do-list functionality.

- Gather notes, thoughts & ideas in one place using [Evernote](https://evernote.com)
- Try [Any-Do](https://any.do) or [Todoist](https://todoist.com) for creating reminders, to-do lists, notes and events and store them.
- Track how you spend your time [https://toggl.com/](https://toggl.com/)
- Track what you are doing [www.idonethis.com](http://www.idonethis.com)
- For focus try [https://tomato-timer.com/](https://tomato-timer.com/)
- Time tracker/to do list and Pomodoro all in one [https://kanbanflow.com/](https://kanbanflow.com/)
Additional sources of help

- http://www.kent.ac.uk/careers/sk/time.htm
- http://libguides.reading.ac.uk/time
- http://library.leeds.ac.uk/skills-time-management