



## Careers, Counselling & Pathways Service

### MANAGING YOUR TIME

#### PLAN

- How much time you need to devote to study
- Which subjects you will study and when
- What you intend to achieve during each session.

#### ACHIEVING A BALANCE

Study has to compete with recreation, family and all the other demands on your time so that your life is balanced. Fitting everything in means making choices and, as far as possible, knowing what lies ahead. It also requires an organised approach to managing your time and the tasks you have to do.

Discuss your study timetable with family and friends and negotiate with them what they want and what you need. Sometimes managing time successfully means saying 'no' to people in your life and if they understand why, it can help reduce the pressure you might find yourself working under.

#### IDENTIFYING STUDY NEEDS

At the beginning of semester evaluate how much time you are likely to need to put aside for revision, reading or assignment preparation for each module. If you are unsure, discuss it with the teacher. You will need to review this over time and there should be some flexibility to make extra time available if required to avoid stress. Allow study time for all modules but those that are more difficult or require more reading may need to be prioritised.

#### BREAKING TASKS DOWN

A common time management trap is not being specific enough in planning. For example, there is not enough detail in Timetable A, below, to give a clear idea of what you want to achieve. Timetable B lists specific tasks which have to be completed and allows some flexibility in the order in which they are tackled.

Varying tasks over several short periods, say 45 minutes each, may be more productive than longer periods of several hours without a break.

##### **Timetable A**

2pm-4pm - English

##### **Timetable B**

2pm-4pm - English

- review notes from class today
- break down essay question
- read 2 articles from background reading
- summarise relevant issues raised

## WHEN TO STUDY

Do you work best in the morning, or late at night? Find a rhythm for your study that suits you. Establishing a regular pattern for your study will help you get into a routine. Plan your toughest study for times when you are at your best. Ideally, revise class material while the information is still fresh in your mind.

## ORGANISING YOUR TIME

The essential element to managing time is to know what you have to do, and to have a plan for when and how you are going to do it. You could use a student diary, personal organiser or the following tools to help you get organised:

### Daily “to do” List

1. List tasks
2. Put priority numbers next to each task (e.g. ‘must be done today’ is priority 1).
3. Cross off when complete / delete if no longer important / carry over to next day.

### Weekly Planner (sample available on website)

1. Write in weekly commitments, e.g. classes, work, family, hobbies, shopping, etc.
2. Write in meals, sleep, travel to and from work/TAFE and other commitments.
3. Write in times available for study, reading, assignment preparation etc.
4. Write in the names of the modules or assignments you will be working on.
5. Keep some time available for unforeseen circumstances.

### Monthly Planner (sample available on website)

1. Print out planners for semester.
2. Label month on planner, write in dates.
3. Write in assignment due dates.
4. Write in exam/test times.
5. Use this planner to organise weekly planning as course requirements change throughout the semester.

## GETTING DOWN TO IT

Often the worst part about having a lot to do is not the work itself but the worry associated with it. If you find it hard to get started and keep putting tasks off until later (procrastination), it may be that you have not worked out a way of managing a task. Don't wait for the ‘right time’ to start work. Anything you do toward completing a task helps you to finish it and may reduce your anxiety.

## RECOGNISE YOUR ACHIEVEMENTS

Keep track of your achievements and reward yourself when you complete your study tasks by doing something you enjoy to help keep you motivated.

## IF PROBLEMS ARISE ...

If you fall behind or have difficulty organising your study, discuss it with your teacher or meet with a TAFE counsellor.