

## Time management

Here are some useful tips to help you manage your time.

### Goal setting

Knowing your goals helps keep you motivated.

Your current study goals should be:

- Specific (e.g.. Identify the main points in the article I'm reading ...)
- Realistic ( e.g.. How much time will you really spend?)
- Have a completion time/date
- Use leisure time well. Make it: relaxing, healthy, fun
- All of these should be working towards your 'big' life goals.

### Planning your time

Successful time management depends on consciously structuring your time. There are several useful planners you can use.

#### 1. Yearly planner

- For all important dates and deadlines (semester dates, assignment deadlines exams, important social/family commitments). Collect one from the RMIT Union office at the Hub or the LSU

#### 2. Weekly timetable

- Use a table/chart
- Divide week into 1 hour blocks
- Colour-code all classes, work, home/leisure

#### 3. Daily planning

- Diary

#### 'To do' lists (daily/weekly)

Example

- Copy Chapter. 3 Williams & return to library
- Library – borrow books for psych. assignment
- Plan accounting assignment

Tick off when done!

Hours	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 am							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							

## Limiting interruptions and distractions

When studying

- ignore phone/use message bank
- tell people you are working
- specify when free ( “free after 4” or “can stop for 10 minutes”)
- arrange to meet at another time
- find a quiet place to study
- at home—close the door to your room/ “work in progress” sign
- if interrupted—stand up!—it makes your intention clear

## Procrastination

- Be aware of avoidance strategies—telephoning friends, cleaning the house etc.
- Leave the house! Work in the library. No distractions!
- Plan what you are going to do and stick to it.



## Tips to stay motivated

### Reward yourself

Before you begin to study decide on a reward for each focused study session. After the study session give yourself a reward.

### Remind yourself of your goals

When motivation drops remind yourself of why you are studying.

### Revise regularly

Remember that regular revision is the key to study success.

### Use active study techniques

Be actively involved - write notes in your own words and use mind maps.

Learning happens when you interact with the material, i.e.. output as well as input.

### Give yourself breaks

Take regular small breaks, eg. One hour study, 5 – 10 min. break.

Schedule a weekend free of study if you feel you are ‘burning out’