Time Management

**Time management is important for:**

* success at university
* meeting deadlines
* managing your studies
* spreading workload over a study period

 

**Your instructor’s expectations are that you will:**

* be an independent learner
* dedicate approximately 40 hours a week to your studies
* attend lectures, tutorials, seminars and other learning activities
* read widely and critically and use the information to produce quality assignments

 

**How to manage your time?**

* Plan ahead and prioritise
	+ Decide which task is more important
	+ Decide which task should be completed first
	+ Use a study planner
		- Long-term planning
		- Short-term planning
	+ Long-term planning:
		- Write assignment due dates
		- Specify when the exam is scheduled
		- Identify a time frame to complete a task
		- Allow for extra workload
		- Set a start day for each task
		- Draw a line from the ‘due date’ to the ‘start date’
	+ Short-term planning:
		- Divide this into short, medium and long time slots
		- **Short time slots**: review lecture notes, complete short readings, preview long readings, solve problems, revise for exam, jot down essay plan and proofread an assignment
		- **Medium time slots (1 hour with breaks)**: do detailed note reviewing, read for courses/assignments, take notes from readings, draft/edit an assignment and revise for exams
		- **Long time slots (1 to 3 hours with breaks)**: work on an assignment, complete extensive amount of reading, do research for assignments and revise for exam