



# HOW TO MANAGE YOUR TIME

Effective time management is all about being realistic about how much time you have and how long tasks will take.

You'll also need to prioritise your tasks and break more complex ones down into simpler stages.

Analyse how you spend your time at the moment to see how you are using (and wasting!) your time.

- o This **four-minute** video from watchwellcast will tell you how.
- o Free online tool: **Toggl**
- o Free iPad app: **ATracker**
- o Free Android app: **aTimeLogger**



Divide your week into hour-long slots and colour-code them according to what you do, e.g.

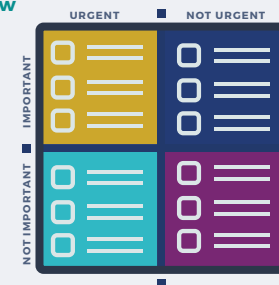
- o Sleeping
- o Eating
- o Commuting
- o Lectures
- o Socialising
- o Hobbies



Earmark the remaining slots for study. It is a good idea to have extra 'buffer' slots that you can use to catch up if you fall behind or if unexpected situations have eaten into your regular study schedule.

Group tasks according to how urgent and important they are. You might find a priority matrix helpful for this.

- o Here's a good **explanation of how to prioritise your tasks**
- o Free iPad app: **Focus Matrix**



Break tasks into smaller chunks. Allocate time for each task and work out what order you need to do them in. It helps to work backwards from your deadline to see when you should start and finish each chunk.

- o Try the free **Goal Trainer tool**
- o For help with managing the stages of written assignments, try the **ASK assignment calculator**



Try the **Pomodoro method**. This involves you working for 25 minutes then taking a 5 minute break. You can work out how many 'Pomodoros' a study task will take to help you stay on track.

- o Free iPad app: **Focus Keeper** is a simple Pomodoro timer.
- o Free Android app: **Goodtime** - Pomodoro timer.



Be realistic - check how much independent study you are supposed to be doing on your course. Also, allow time for relaxation, exercise and sleep.

