

Assignment Survival Kit

Time Management Tips



Library

Contact us on: all_library_staff@hughbaird.ac.uk

How well do you manage your time?

	√	X
Do you find that your tasks pile up at near the deadlines or at the end of term?		
Do you have to rush at the last minute to complete assignments?		
Do you feel as if you just didn't have enough time to fit all your tasks into the day?		

If you answered 'yes' to any of these questions, use this five minute guide to organise your time more effectively.

- 1**

Organise your tasks in a diary or wall planner:

 - Include personal and study tasks so you can identify and manage your busiest day
 - Get into the habit of writing every commitment down, times, locations and contact details
 - Be specific: e.g. schedule time for reading and even 'catching up' on missed tasks as well as deadlines and exam dates.

- 2**

Make a 'to do' list and prioritise your tasks for the day:

 - Group tasks into 'needs to be done within 48hrs', 'needs to be done this week', 'longer term tasks'
 - Revise your list daily and cross off completed tasks and add new ones.
 - Sometimes it is useful to do some low-priority tasks first just to get started
 - Allocate tasks to appropriate times of the day e.g. study in the evening if that is when you can concentrate

- 3**

Organise your study materials:

 - Use a system for each module to store lecture notes, reading lists and current assignment information etc.
 - Make sure your notes have source and referencing details at the top of each page.

- 4**

Be informed:

 - Read the module handbook, check your College/University email and any online module information.
 - Check details, don't be afraid to ask for help if necessary from tutors, library staff

- 5**

Plan free time away from study:

 - Avoid distractions during allocated study time by having allocated times for e-mailing friends etc.
 - Plan 'reward' activities to look forward to when you have finished a piece of work.

6	<p>Learn to say NO:</p> <ul style="list-style-type: none"> • Get those around you- family, friends, and colleagues to take you seriously. You have the right to study and to have that respect. • Learn to restrict time wasting activities e.g. TV, face book etc.
Useful references	<p>Cottrell, S (2008) <i>The Study Skills Handbook</i> 3rd Edition Basingstoke: Palgrave Macmillan</p> <p>Price, G & Maier, P (2007) <i>Effective Study Skills: Unlock Your Potential</i> Harlow: Pearson Longman</p> <p>Wilson, E & Bedford, D (2009) <i>Study Skills for Part-time Students</i> Harlow: Prentice Hall</p> <p>Bird, P (2008) <i>Time Management</i> London: Hodder Educational</p> <p>De La Bedoyere, C (2010) <i>Balancing Work and Play; Planning for Exam Success</i> London: Evans Brothers Ltd</p>
Useful Websites	<p><i>Easy time-management tips - NHS Choices</i> www.nhs.uk/conditions/stress-anxiety.../time-management-tips.aspx</p> <p><i>How to manage your time effectively - University of Kent</i> http://www.kent.ac.uk/careers/sk/time.htm</p> <p><i>Tips for Time Management and Balancing a Busy Workload ...</i> http://www.jobs.ac.uk/careers-advice/</p> <p>Note: use 'Time Management' as the Search term in Careers Advice box.</p> <p><i>Study Skills University of Manchester</i> http://www.humanities.manchester.ac.uk/studyskills/organising/time_management/index.html</p> <p><i>Skills for OU Study - The Open University</i> www2.open.ac.uk/students/skillsforstudy/</p>