

Time Management

The most practical aspect of organising yourself is managing your time and setting priorities in a way that fits in with your lifestyle and personal commitments.

Learning involves regularly setting aside dedicated time to study and meet course deadlines.

You also need to take care of yourself and maintain a healthy work-life balance.

Poor time management can increase your stress levels and decrease your work output.

My Time Circle

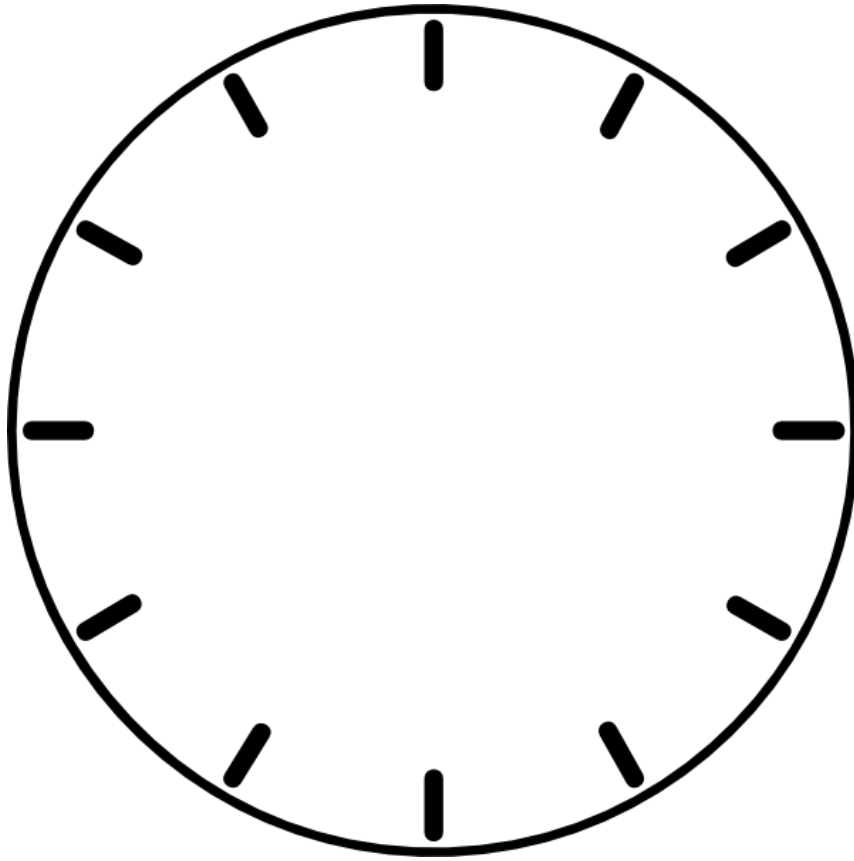
Take a moment to look at how you spend your time now and how you will manage the changes that come with studying.

Divide up the time circle below to assess how much time you spend each day (24 hours) on the following pursuits:

(a) Work (paid or unpaid) (b) Sleep (c) Exercise/Hobby

(d) Housework (e) Studying (f) Socialising

(g) Time spent with family (h) Time spent with friends (i) Other:



Evaluating Your Time Wasters

For one week, make a list of what you do throughout each day and the amount of time you spend on each.

If you are doing two things at once, list them both during the same time frame. Make sure to note each item when you do them or you'll forget by the end of the day.

Note not only how long you spent on each activity, but also the time on the clock at start and finish.

After a week, you'll be able to go back and see exactly where you are wasting the most time and how you can budget your time more effectively.

Time Management

Start controlling how you use your time effectively by designing a timetable & sticking to it.

Too much time is wasted getting stressed about having no time to do anything. It may mean prioritising, delegating, cutting back on leisure and social activities during your studies, but it will pay off.

However, you do need to take some time to rest, exercise and recharge your mental batteries!

Guidelines for Organising Your Learning Time

Make a timetable for the week.

Try to work out how long different tasks will take and match them to appropriate time slots.

Plan your most demanding activities for the times when you work best.

Fit short tasks into spare moments in the day.

Be realistic. Don't try to achieve the impossible.

- Prioritise important and urgent tasks.
- Be flexible. Allow extra time for emergencies. Don't leave important assignments until the last minute.
- Decide where you are going to study. If it affects other people make sure that you get their co-operation.
- Organise your files and notes so that you can easily look back at work you have completed.
- Find a safe place to keep your books, files and equipment.
- Learn how to say no to unnecessary demands on your time.

Timetable

24 Hour Weekly Schedule

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 5.00 | | | | | | | |
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| 7.00 | | | | | | | |
| 8.00 | | | | | | | |
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