

Time Management is setting and following a schedule of study in order to organise and prioritise your studies in the context of competing activities such as work, family or friends.

Guidelines:

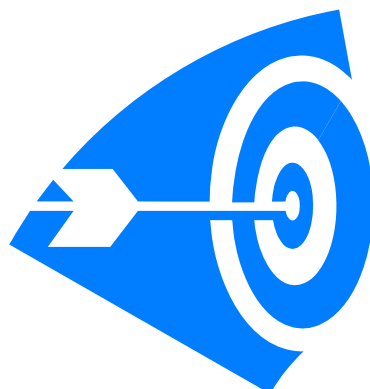
- Monitor your time
- Reflect on how you spend your time
- Be aware of when you are wasting your time
- Know when you are productive

The choice is yours about how you allocate your time whilst studying at university.

However if you develop a daily, weekly, and session schedule and try to stick to it, you may find that you are more organized and successful with your study. You will need to think about how you plan to spend your time in a given day, week or session.

Knowing how you spend time help you plan and predict completion of tasks

- Have a 'To Do' list. Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period.
- Have a daily/weekly planner. Write down appointments, classes, and meetings on a chronological chart or calendar. Try to plan for the day, and go to sleep knowing that you are prepared for tomorrow.
- Have a long term planner. Use a session/yearly planner so that you can always plan ahead. Long term planners also serve to remind you to plan your free time constructively.



Study schedule

Be specific about WHAT, WHERE, and HOW LONG you will study. Since this regimen is for an overall schedule, remember to record extra-curricular and social activities as well as lecture and tutorial times. However be careful not to become a slave to your schedule. If the first one does not work, determine why and make adjustments.

- Recognize that success in learning takes effort and that you may have to give up some other activities at times to do well in your studies
- Plan to study during times that you know are best for you; i.e., when you are rested or when you will experience the fewest interruptions.
- Establish regular study habits and try to study the same subject in the same location at the same time each week
- Prioritise your subjects or the material to be studied so that you begin studying what is most difficult or least liked and end with what is easiest or best liked
- Follow your schedule as closely as possible, but realize that at times circumstances may prevent you from following it exactly e.g. assignments that are due by a particular date. Try to return to the schedule as soon as possible after a change from it.

Making the Weekly Planner

There is no set way to make a planner. What we provide here are a few guidelines:

- The first step is to design some type of form, for recording your schedule. You could think about whether you wish to block in half hour or hour segments of each day of the week.
- For best results, first schedule the set/fixed parts of your day. Your classes and tutorials and work schedules fit into this category.
- Along with your classes, you should try to schedule time before each lecture class to review your notes from the previous class, and after each class to clean up and review the notes from that class. If possible, you should try to schedule perhaps fifteen minutes for each of these, but any time you can spare is helpful.

This practice will help to improve retention. Reviewing before the class will help you to make connections between material from the previous class and material you are about to learn. Reviewing after class helps you to digest and consolidate the material to which you have just been exposed (Remember that forgetting is greatest within 24 hours without review).

- Be certain to schedule personal essentials that are a bit more flexible, such as eating, sleeping, and exercising. Remember that you learn best when you are healthy. Schedule this as recreational or free time.

The average person needs at least seven hours of sleep a night. Exercise to keep your heart in shape

so that it can supply the oxygen your brain needs; twenty minutes of some sort of aerobic exercise every other day should be enough. Health is more than the body and it is important to remember where you're headed in life, so also schedule your relaxation needs.

- Finally, spread your study periods throughout the week. Retention is aided by regular

study. Cramming not only can build the bad habit of procrastination, but it is nearly useless for long-term retention.

Time for study

A good guide is two hours of study for each hour of class, but this should be adjusted as you discover how much time each class requires. Remember that each minute of study during the day can be one and a half times as effective as a minute at night. After 1½ hours of study you may begin to tire - take a five minute break and then perhaps study another course/topic. Consider allotting at least five hours of study time over each weekend.

Useful Applications

Consider the use of task management software applications to schedule and manage both one-off and recurring tasks. The following applications can be used across computers, tablets and mobile phones so you can have access to your task lists at any time. These options are free (with paid options) and are comparable in functionality.

1. [Any. Do](#)
2. [Wunderlist](#)
3. [Todoist](#)

If you'd rather have a printable copy, consider using the templates we have developed.

Date	Task	To Do List
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Notes:

Weekly Planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 1							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11							
11 – 12							

SESSION PLANNER

ASSIGNMENT AND EXAM DATES

Course Code *	Week 1** Start date / /	Week 2 Start date / /	Week 3 Start date / /	Week 4 Start date / /	Week 5 Start date / /	Week 6 Start date / /	Week 7 Start date / /	Week 8 Start date / /	Week 9 Start date / /	Week 10 Start date / /	Week 11 Start date / /	Week 12 Start date / /	Week 13 Start date / /	Week 14 Start date / /	Exams

* insert course codes

Insert dates and **note between which weeks the mid-session recess occurs