

PL-Lite's Tips on Time Management

Good time management is a key to academic success. The best students are not necessarily those who are smartest, but those who use their time effectively. When you plan your days and weeks in advance, time can be your friend rather than your enemy. Good time management will help you get more done with less stress, disorganisation and frustration.

Here are 7 tips to guide you:

1. Organise your time

- Gain control over time, rather than let it control you.
- Have a clear picture of your upcoming days, weeks, and months.

2. Assess how you spend your time

- Consider the amount of time you spent on eating, traveling, studying, talking, exercising, being online etc. If you find that you are losing a lot of time to activities rather than studying, try to balance your schedule.
- Start eliminating the time bandits by making small adjustments in your habits and behavior in order to get better control of your precious time.

3. Set your priorities

- Allocate time wisely, so you can achieve your goals.
- For each subject, decide how to complete all required tasks, over a weekly and monthly basis.

4. Make a schedule

- After establishing your priorities, set up a schedule which respects your priorities.
- Set up your schedule in this order:
- Mark in all your fixed commitments such as classes, tests, CCA, consultations. These are the givens, which you cannot change.
- Add in study time. Block off large sections of your day, reserved for studying alone, as well as shorter review periods. Organise your peak study times to coincide with the times of day when you are most awake and alert.
- Mark in other non-study activities such as exercise or socialising

5. Use a calendar

- Use a weekly planner
- Jot down all the important due dates, deadlines, exams, etc so they are in front of you as a visual reminder. This will make you more aware of important dates and allow you to adjust or rearrange plans if you are behind schedule.

6. Plan activities logically

- Get to know your bodily cycle; then, schedule activities around it as much as possible. If you always feel sleepy after lunch, for example, use the time to complete less challenging activities, instead of fighting to keep your eyes open over a difficult book.

7. Plan some down time.

- You are not a robot! Schedule some time to relax so you can rest and refresh your mind and body. This will enable you to study more effectively. Get enough sleep as well. A sleep-deprived student is not going to be able to perform at his or her best.

Modified from <http://www.goodluckexams.com/8-steps-to-effective-time-management-for-students/>

My Weekly Study Plan

Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6.00 am							
7.00 am							
8.00 am							
9.00 am							
10.00 am							
11.00 am							
12.00 nn							
1.00 pm							
2.00 pm							
3.00 pm							
4.00 pm							
5.00 pm							
6.00 pm							
7.00 pm							
8.00 pm							
9.00 pm							
10.00 pm							
11.00 pm							
12.00 mn							

“To succeed... you need to find something to hold on to, something to motivate you, something to inspire you.” Tony Dorsett