

01

Time Management



Prioritising

How do you recognize the most important and urgent tasks?

Organising

Making the most efficient use of your time and staying in control.

Focusing

Concentrating on the task in hand and ridding yourself of distractions.

How to get the most value out of your study time.

Changing a few basic things about the way you study could improve your attainment *and* reduce your stress levels.

Prioritising your workload sensibly is the first step toward excellent time management.

Be familiar your course - know when your assignments are due and what you will need to understand for each exam.

Do your most difficult work when you're best able to concentrate, and make sure you take regular breaks. Recognise how you work best and design your study patterns in response.

Having an organized workspace and avoiding distraction will really help.

Find a system that works for you – this is really about knowing where everything is when you need it.

Concentrate on your goals - decide how to spend your time every time study.

Take advantage of opportunities – could you be listening to an audio recording on the bus or watching youtube revision videos in the gym?

Use your study time efficiently – make sure you are concentrating and focused.

Set realistic goals for each study session and avoid making too many commitments if you know you haven't the time.

In the end, you will just need to get it done, so the sooner you start, the easier in the long run. Committing to even five minutes will make you feel like you're making progress and reduce stress.