



TIPS FOR TIME MANAGEMENT

1. Plan enough time for study



You are expected to allocate about two hours to study (including library work, essays, etc.) for each hour you spend in the classroom. Use a weekly planner.

2. Be aware of your best time of day, and study at the same time every day

In so far as possible, schedule certain hours for studying almost every day. Having regular hours at least five days a week will make it easier to follow the schedule and to maintain an active approach to study. Try to use a regular study area.

3. Make use of the free hours between classes, and waiting time

The hours between classes are your most valuable study time yet, ironically, the most frequently misused. You can effectively utilize these hours reviewing the material and editing the notes of the preceding class and/or studying the material to be discussed in the following class.

Five minutes waiting for a bus, 20 minutes waiting for the dentist, 10 minutes between classes – waiting time adds up fast. Have short study tasks ready to do during these times. For example, you can carry 3x5 cards with equations, formulas or definitions and revise them anywhere.

4. Avoid noise distractions

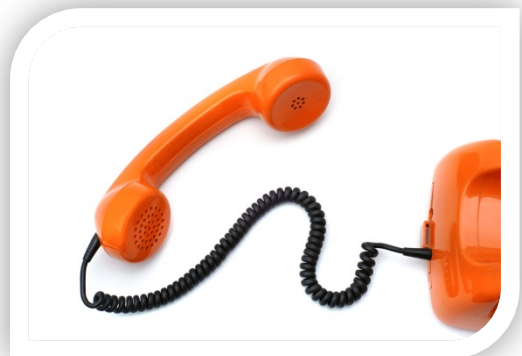
Don't study in front of the TV. Many students insist that they study better with music, and that may be true. Some students have reported good results with carefully selected and controlled music. Research has shown that Baroque music boosts the memory while studying.

5. Space study periods

Fifty minutes of study at a time works best. Relaxation periods of ten or fifteen minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time, and then stop for a few minutes, than attempt to study on indefinitely.

6. Get off the phone

The phone (be it a land line or a mobile) is the perfect interrupter. During your study time, put your mobile to 'silent', or better yet, turn it off. If you are at home, you may like to unplug the landline it from the wall. If you are studying in the library, turn your mobile off. There are others in the library who are studying. Text messages are also just as bad as phone calls. If you don't want to miss out on social



messaging conversations, check your messages when you take a short break while studying.



Related resources:
Allocating Your Time
Weekly Planner

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7. Learn to say NO

This is a valuable timesaver for all of us. Many people feel it is rude to refuse a request, but saying no can be done effectively and courteously. Here are some examples:

- With directness: *"No, thanks."* No explanation required.
- With a friend: *"I'll pass."*
- With an exit: plan ways to physically relocate in case of an uncomfortable situation.
- With an excuse: *"No thanks, I have an essay to work on."*
- With an invitation: *"I can't go now, but what about if we go to that movie tomorrow?"*

8. Plan for weekly reviews

Review at least one hour each week for each class (distinct from study time). The weekend is a good time for review.

9. Leave some unscheduled time for flexibility

This is important! Lack of flexibility is the major reason why schedules fail. Students tend to over-schedule themselves; so try to keep a study/life balance.

10. Allot time for planned recreation, campus and sports activities



When you plan your schedule, you should begin by listing the activities that come at fixed hours and cannot be changed. Classes and laboratories, eating in the dorm dining hall (or with your host family), sleep, and work for money are examples of time uses which you typically cannot alter. Next, you can schedule your flexible time commitments. These hours can be interchanged with other hours if you find that your schedule must be changed during the week. Recreational activities are planned last.

When forced to deviate from your planned schedule (and that will invariably occur), you should trade time rather than steal it from your schedule. So if you have an unexpected visitor at a time you have reserved for study, you can substitute an equal amount of study time for the period you had set aside for recreation.

Adapted from Time Scheduling
(<http://www.ucc.vt.edu/stdysk/htimesch.html>)