

# TIME MANAGEMENT

- List all your assessment onto a semester planner.
- Break down each assessment piece into steps so you have a list of tasks to be completed.
- List all tasks to be completed for the coming week. Get them out of your head and onto paper. This helps you to prioritise the tasks and develop short term goals for the week.
- Break down tasks into small parts and break study sessions into 20 - 40 minute blocks, with small break (5-10 minutes) in between.
- Keep a "to do list" each day and prioritise.
- Keep a flexible approach to timetabling. It is to guide, not to rule.
- Assign a time each week as a regular (keep up) study time for ongoing work such as assignments/reading/lecture revision.
- Do your most difficult tasks at the time when your concentration & efficiency is at its peak.
- Do easy tasks when you are tired, in a noisy environment or your concentration is poor.
- Carry small task to be completed with you, so as to avoid wasting time when you are traveling, waiting for trams or for a photocopier, etc.
- Remind yourself regularly of your long term and short term goals.
- Reward yourself for completed tasks.
- Be aware of the ways that you use and organise your time, and regularly review.
- Learn "no" to requests for your time or commitments.
- Be prepared to say "I don't have time at the moment."
- Let others know of your commitments.
- Delegate activities or current commitments to others.
- Block interruptions/distractions to your study.
- Identify non-productive time and consider ways to make this productive
- Identify your time wasters / procrastination activities and action your change plan

## Personal Time Survey

To begin managing your time you first need a clear idea of how you use your time. The Personal Time Survey will help you to estimate how much time you currently spend on different activities. Consider keeping track of how you spend your time for a week.

THE FOLLOWING SURVEY ASKS ABOUT THE AMOUNT OF TIME YOU SPEND ON VARIOUS ACTIVITIES

**1** Estimate the amount of time spent daily or weekly for each item.

**2** Use the multiplier to get a weekly total for that activity.

**3** Add the numbers to get a grand total of time spent during the week.

**4** Subtract this number from 168 (total number of hours per week)

1. Number of hours of sleep each night (x7) \_\_\_\_\_
2. Number of grooming hours per day (x7) \_\_\_\_\_
3. Number of hours for meals/snacks per day including prep time (x7) \_\_\_\_\_
4. Number of hours for travel time per weekday (x5) \_\_\_\_\_
5. Number of hours for travel time per weekend \_\_\_\_\_
6. Number of hours per week for reoccurring events (ex. clubs) \_\_\_\_\_
7. Number of hours per day for chores, errands, etc. (x7) \_\_\_\_\_
8. Number of hours at work per week \_\_\_\_\_
9. Number of hours in class per week \_\_\_\_\_
10. Number of average hours per day for socialising, dates, hobbies etc. (x7) \_\_\_\_\_

Add up totals:

Subtract total from 168 - \_\_\_\_\_ = \_\_\_\_\_

The remaining hours are the hours you have allowed yourself to study and work on projects! Is there enough time to study and complete assignments/projects?

If not, how can you cut back on hours spent in other activities? Make an appointment with the Student Counselling Service to talk more about time management and tools that can be used to help you to be more successful.

## Useful links and resources

You can find more resources for managing time management and more at [www.vu.edu.au/counselling](http://www.vu.edu.au/counselling)

If you would like to talk to someone about time management and ask a few questions about individual support, contact Student Counselling on 9919 5400 Monday to Friday during business hours.

You can also access:

- Kids Helpline – 1800 55 1800
- Headspace – (03) 9027 0100
- Lifeline – 13 11 14