

# 10 STEPS TO GOOD TIME MANAGEMENT



Your success as a student will be strongly affected by the combination of two time-related factors. How much time you spend studying and how well you use that time.

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## 1. BE SYSTEMATIC...

- ...in thinking about time management
- ...in developing an understanding of how you use your time
- ...in working out how best to manage your time to achieve your priorities
- ..in planning your time

## 2. FIGURE OUT YOUR TIME REQUIREMENTS

People read, work, and learn at different speeds. It is important to know how long something will take when you are planning your time. You know your needs best. If it takes you an hour to read a chapter in a novel don't plan on it only taking you 15 minutes to read a chapter in your textbook. A good rule is to give yourself more time than you need.

## 3. CLARIFY HOW YOU USE YOUR TIME NOW

How are you currently using your time? What is working and what isn't?

## 4. DECIDE HOW YOU WANT TO USE YOUR TIME

How do you want to be spending your time? What activities are you involved in? What will your classes require?

## 5. PRIORITIES

You may find it hard to fit in everything you would like to do and some things will be more urgent than others. Identify your priorities and set a time that they must be completed by.

## 6. PLAN

Be specific and comprehensive in your time-planning. Keep a detailed planner, don't label chunks of time "study" rather label them with what you plan on accomplishing "PSYC reading p.24-50". Try working backwards from deadlines and split tasks into manageable pieces.

## 7. DO IT

Put your plan where you will be reminded of it easily. Implement your plan. Work out what might sabotage your plan. Writing it down is the easy part- sticking to it is hard. The more manageable your goals the easier this is!

## 8. APPLY TIME TECHNIQUES

Experiment with ways of saving and managing time, so that you find out what works for you and you have more time for things you really want to do.

## 9. MANAGE DISTRACTIONS AND PROCRASTINATION

Build your understanding of when and how you become distracted from using time effectively despite your best intentions. Identify your "time sabotages" and create strategies to counteract them. If your phone is distracting, try putting it away for 30 minutes while you read then reward yourself with 10 minutes of phone time.

## 10. MONITOR

Check that you are sticking to your plan. If not, update your plan to make it more realistic or figure out what you need to do to stay on target