



# Quick guide to Time Management

## Manage your time effectively

Going to university is not just about studying hard. It is an opportunity to expand your social circle and develop leisure activities. Managing your time well will mean that you will get the most from the experience of going to university and develop an essential life skill. This is important on two levels:

- Last minute panics can be avoided if you have a realistic overview of your commitments
- You will produce a higher quality piece of work if you approach it in a planned way

## Plan your time

Making sure you plan your time effectively will help you to ensure that you do not have to do your work at the last minute. You will usually achieve your best grades if you have sufficient time to complete an assignment.

## How can you plan your time?

- Do a long-term timetable indicating regular events in your week
- Complete a detailed plan of each week highlighting your workload over a 7 day period
- Make a to-do list in the morning for the day ahead
- Be realistic about what can be achieved in the time you have available
- Do not forget to include time for relaxation and leisure activities

## Prioritise your tasks

Reduce the amount of time deciding what activity to do when by:

- Subdividing the activities on your timetable into separate tasks
- Asking yourself which of the tasks are URGENT
- Deciding which of the tasks are ROUTINE
- Deciding which of the tasks could be prepared IN ADVANCE

Do any task that you view as urgent before the other things that need to be done (even if you are not looking forward to doing it).



## Stop Procrastinating

Procrastination means putting something off because there is something else you would prefer to be doing. You can avoid being distracted from starting a task by:

- Starting with unpleasant tasks first – you get them out of the way and can then reward yourself
- Identifying when and how you waste time, for example, by taking extended coffee breaks that may distract you from the task at hand. If you are aware of when and how you waste time you are better able to avoid doing those things
- Being realistic about how long you can work for at a time – you are less likely to get distracted if you have timetabled 45 minute study sessions with 15 minute breaks than if you try to study continuously for 3 hours

## Look after yourself

It is far more likely that you will be able to manage your time effectively if you are fit and healthy.

- Eat well – just living off a diet of quick sugar fixes means that you will be tired, and therefore, will not stick to your timetable
- Make sure you include time to exercise in your timetable- exercise helps us to be alert and cope better with all the activities we need to fit in to our daily lives
- Include enough sleep time in your timetable – we can't function effectively without a good sleep pattern

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Further advice and larger text guides can  
be found online:

[www.surrey.ac.uk/splash](http://www.surrey.ac.uk/splash)

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