

Managing your study time

Know what needs to be done

- Write a list on paper
- Use a wall calendar or planner
- Try a phone app or digital calendar
- Use colour coding or symbols for different subjects



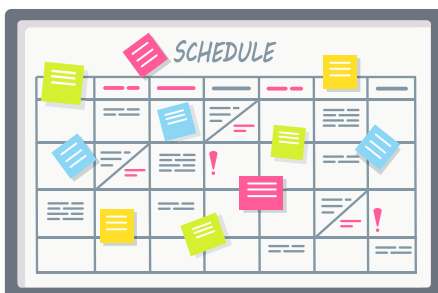
Set clear goals

Short-term goals and long term goals can keep us on track, especially when we have several close deadlines. Goals should be clear and specific. For example

- ✓ Study for 20 minutes after lunch.
- ✓ Finish the first draft by Wednesday.
- ✓ Revise two topics before the weekend.

Think about your study plan

- Look at your existing commitments, what can you realistically fit in?
- When do you learn best - morning / evening / night?



Create a schedule to include:

- Study blocks
- Short breaks
- Time for review
- Flexibility for the unexpected

Remember to keep a balance

Make sure you have time to rest and relax, see friends and stay healthy.



Time Management

Time management means planning how to use time effectively. Regular review of course material can help us remember more content.

It helps us to:

- stay organized
- meet course and assignment deadlines
- improve focus and confidence
- lower stress



Quick Tips

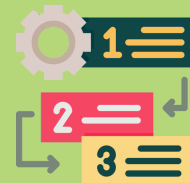
Block off time

Book time slots to do particular tasks such as reviewing notes or writing assignments.



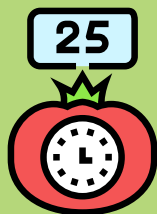
Do the urgent tasks first

If you have a deadline or a project due, plan to do work on that first.



Try the Pomodoro Technique

- Study hard for 25 minutes.
- Then take a break for 10 minutes.



Use different tools

- Visual timers
- To-do lists
- Colour-coded folders
- Phone reminders



For more information on Learner Supports



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