



Everyone has the same amount of time but it seems as though some people manage to be more productive with their time than others. This is not because they are quicker at certain things or have no social life. Usually, they have just learned to use their time effectively rather than be used by their time.

PROCRASTINATION

The action of delaying or postponing something for no good reason.

- Be honest about your time wasting: where and how do you waste your time?
- Are there things or people who interrupt you unnecessarily?
- Do it now! Don't postpone important tasks for less important ones.
- Recognise perfectionism and accept your human limitations.

PLAN

Spend a bit of time planning to save a lot of time doing.

- Have short, medium and long term goals.
- Break large tasks into small ones.
- Consider how you use short spaces of time; could they be used more effectively?

PRIORITISE

For your day, week, semester and year.

- Write a list of your goals or tasks for each day.
- Decide on the most important ones to complete, don't put them off until tomorrow!
- Consider the afternoon or evening – is your work load realistic?

PUNCTUALITY

Observing the appointed time.

- Being punctual (*to* things - classes, parties, appointments or *with* things - assignments, emails, RSVPs) increases your reliability.
- Reliability also means you are resilient & trustworthy.
- Punctuality is respectful of other peoples' time and a basic courtesy. You don't like having your time wasted, so don't waste that of other people!

GUIDELINES

1. Get a weekly planner and record how you spend your time for one week to create awareness of what you are actually doing.
2. Using your weekly planner, develop a realistic weekly schedule noting time spent in classes, time to study and write assignments, time at meals, time socialising and any other activities.
3. Use a Semester Planner and record all your assignment due dates.
4. Identify your time 'sponges' (Facebook, YouTube, gaming, socialising, ineffective researching...)
5. Identify your work spaces: Where do you work best, where are you most productive? What times suit you best? Are there distractions around that you need to be mindful of?
6. Be accountable to somebody else about how you spend your time and how you manage your study. This could be a friend, family member, Study Skills Advisor, mentor.

Develop SMART Goals that are:

Specific - Measurable - Achievable - Realistic - Timely