Time Management in a Nutshell

Workloads for university can always be very daunting, particularly during the start of the semester when lecturers outline how many hours you should be spending a week on study and you suddenly realise you may need to cut back on the quality time you spend with Netflix. Time management is not something that necessarily comes naturally to everyone, but there are a few tips to help you effectively divide up your time so you can remain sane while still completing the required work.

First of all, plan out how many hours you have in a week. From when you wake up to when you go to sleep, think of all the little things that take up your time like exercise or travelling to and from classes. This allows you to work out exactly how much time you actually have for study and leisure activities. You can then work out how much time you want to spend each day studying in order to get everything that you need to do done.

It can also be useful to keep some kind of whiteboard or printout with the dates of all of your major assessment pieces so you can keep a track of what is due when. If you have these readily accessible you can plan out your time by prioritising the assignments that are due first rather than just going at it willy-nilly. Sometimes having dates stored in a digital calendar can mean that you can't physically see all of them at once, so it can be helpful to get a visual on when everything is due.

Another good strategy is to always factor in time to sleep. If you stay up late studying because you spent a bit too much time playing games with your mates, your body is not going to thank you the next day when you're tired, can't concentrate and are constantly trying to take powernaps between classes. If you feel yourself drifting off over your notes late at night, sometimes the best thing to do is put everything away and get yourself a good night's rest. Your body will thank you later and you will be able to work much more efficiently the next day.

My final tip is a reminder to give yourself breaks and reward yourself for all of your hard work. If you continuously study without stopping to watch some mindless cat videos, flip through a magazine or take a well-earned nap, you will inevitably burn out. If this happens, you definitely won't be able to get any study done at all. You are much better off taking little breaks here and there to give your brain a bit of

down time rather than stretching yourself to breaking point and running any chances of success. Take it from me when I say that letting stress accumulate is never a good idea or an effective way to study.