

# Time Management

Think of your life in three timeframes:

**Long term** the study period for that year/semester of study and career goals

**Medium term** a typical week on your course

**Short term** a typical day

## Long Term

**Use a wall planner or calendar to enter major events for the year:**

- Course events e.g. due dates for assignments, exam times, work experience.
- Work and family e.g. birthdays, school holidays.
- Social e.g. major sport commitments, weddings.
- Try to avoid bottlenecks when setting deadlines.
- Hang your wall planner where you can see and update it.



## Medium Term

**Enter on the timetable sheet (overleaf) activities in your normal week:**

- Class and tutorial times (these are crucial to your success at UCOL).
- Work periods (be careful of working too much).
- Home responsibilities (e.g. shopping, child-minding, meal times).
- Social (e.g. sports practice, club meetings, time out, movies with friends etc.).
- Study time (**remember to include** reading over lecture notes, preparation for tests and exams, research for assignments and writing reports and assignments etc.).
- Keep a list of things you want to achieve or work towards for that week (e.g. read Chapters 6, 7 & 11 of “Management Accounting” or research for my 601 essay).

## Short Term

**Make a checklist each evening of tasks you need to do the next day:**

- Prioritise these tasks using numbers, e.g. 1 for most important to 3 for least important.
- Use a diary or a sheet of paper and cross the tasks off as you do them.
- Remember – for an urgent task (priority 1), it may be best to stick at this until it is completed.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00pm							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00pm							