

Planning Your Time

“People need to learn to identify the purpose in their career, [and] then plan their time accordingly...” (Kearns and Gardiner 2007)

Step 1: GOAL SETTING – Go to 1.2A for Student Activity

Why? Without a plan, it is hard to reach a goal. There is a lot to do in a little amount of time. **Identify** and **include** the things that are most important for you through goal setting. This will influence where you spend your time. Take the time to set personal goals for where you want to be in the future.

Step 2: SEMESTER PLANNING – Go to 1.2B for Student Activity

Complete the **168 Hour Work Sheet** to see where your time is allocated during the week. Then, use the semester planner to help you see the big picture of the courses you are taking. Use the attached calendar to do the following:

1. Review your course outlines and mark in all the due dates (Tests, Assignments) for the entire semester.
2. Write down important dates from the university course calendar (Drop dates, Holidays etc.)
3. Highlight or cross off what you have finished.

Step 3: 7 DAY WEEKLY SCHEDULE – Go to 1.2C for Student Activity

Making a weekly master schedule will help you to realistically measure how much time you have for studying. You have 7 days in the week; make good use of them. Use the attached Weekly Planner to plan your weeks.

1. Schedule in fixed activities e.g. class, work, meals, sports or physical fitness, part-time jobs, family commitments, religious activities and **leisure**.
2. Allocate the remaining time to reading, studying, review, assignments, and projects for your courses. Make your study time a habit; it will help you to get into studying mode.

Step 4: PRIORITIZING – Go to 1.2D for Student Activity

There are a few ways to manage and prioritize:

- Most Important/Least Important Method
- Dump & Sift (ABC) Method
- Urgency & Importance Method
- Timeline Method



References:

Kearns, H., & Gardiner, M. (2007, June). Is it time well spent? The relationship between time management behaviours, perceived effectiveness and work-related morale and distress in a university context. *Higher Education Research & Development*, pp. 235-247.

The Learning Centre. "Time Management." www.lc.unsw.edu.au. <http://www.lc.unsw.edu.au> (accessed July 8, 2008).



DAILY TO-DO LISTS

In the morning or previous evening:

- List what needs to be done
- Estimate time to complete task
- Set your priorities
- In your agenda or on a piece of paper, keep track of appointments, assignments, tests etc.
- Ensure you do the hard tasks on your list, don't put them off!
- Combine small tasks together to save time