

Student Disability Services

Time Management

Time management isn't just about making enough time for your studies; it's about fitting everything else in as well: eating, sleeping, working (employment), shopping, socialising, travel, leisure activities etc.

There are 168 hours in the week and you probably need to devote at least 35 to study. This is a balancing act. Here are some ideas for achieving it:

- Create a personal timetable
- Plan for the short term (e.g. a week) but take into account the long term (a term or more). In particular, enter deadlines for course work submission so that you can also enter your study plan for meeting them
- Enter your lectures, tutorials, seminars, labs or other taught hours
- Identify blocks of time for private study
- Block out time for other activities (both leisure and essential). When you're out enjoying yourself you don't need to feel guilty
- Make sure you have some free time, both to allow flexibility and to give yourself a break
- Be realistic – don't set yourself up to fail by planning such lengthy study periods that you can't stick to them – you will only end up feeling guilty and that doesn't help
- Take travelling time into account – note how long it takes you to get to UCL from home at different times of day
- If you don't or can't (because of unforeseen events) stick to your timetable, you can switch things round – be flexible. If you end up going out on an evening you had planned to study, find another evening to replace it
- Think about your own learning style: Do you prefer to study late at night, or is early morning better? Can you concentrate better in your room or in the library – take these considerations into account when blocking out time for study
- Set reminders on your smartphone and use the notes function and the electronic diary

There are many list-making apps on the market. Here are a few to try....

TinyList – a popular, free, colour coded organiser app for Android, iPhone, iPad, Ebooks

Errands To-Do List for iPhone, iPad etc

Astrid Tasks & To-Do List for Android

There are also hundreds of online calendars, many free -

but it is hard to beat:

Google Calendar

Microsoft Outlook Calendar