

Contents

Acknowledgements	vi
About this book	viii
How to use this book	ix
Shape new habits and ways of thinking	x
What is good time management?	xi
Why time management matters for students	xii
What does time management involve for students?	xiii
What is different about 'student time'?	xiv
Time as a healthy rhythm	xvi
Time is success	xvii
Time management as an employability skill	xviii
50 Ways	2-107
Habits shaper: Track your good intentions	108
My progress so far	110
List of 20+ favourite time-saving tips	112
Where to find out more	114
References and bibliography	117
Index	120
Notes	125

50 Ways

- | | | |
|------------|---|----|
| 1. | Take your time power | 2 |
| 2. | 'What's in it for me?' | 4 |
| 3. | Identify your time-management priorities | 6 |
| 4. | Know your time demons | 10 |
| 5. | Make friends with time | 12 |
| 6. | Spend time where you will value it the most | 14 |
| 7. | Make well-timed decisions | 16 |
| 8. | Tune in to your time wisdom | 18 |
| 9. | Use the right 'time tools' | 20 |
| 10. | Learn the flow of the academic year | 22 |
| 11. | Take time to adapt to the course | 24 |
| 12. | Create a realistic study timetable | 26 |
| 13. | Manage your procrastination | 28 |
| 14. | Be guided by your goals | 30 |
| 15. | Style your day | 32 |
| 16. | Plan enough downtime | 34 |
| 17. | Use smart pacing and forward planning | 36 |
| 18. | Speed-task it! | 38 |
| 19. | Build study stamina | 40 |
| 20. | Break it down! | 42 |
| 21. | Cue yourself in! | 44 |
| 22. | Visualise it | 48 |
| 23. | Don't spare your spare minutes! | 50 |

24. Make great lists	52
25. Make study appointments with yourself	54
26. Organise notes and information	56
27. Break the tedium!	58
28. Focus on one task at a time	60
29. Know where your time goes!	62
30. Manage clustered deadlines	64
31. Create time through space management	66
32. Create a time bank	68
33. Get a time cheerleader!	70
34. Plan out each study session	72
35. Utilise 'surround time' for classes	74
36. Plan your week	76
37. Be time-collaborative	78
38. Be there!	80
39. Spell out your next move	82
40. Put in sufficient effective study hours	84
41. Use focussed reading strategies	86
42. Phase your revision over time	88
43. Catch up quickly on missed work	90
44. Set yourself reminders	92
45. Avoid the trap of perfectionism	94
46. Cut out study time-wasters	96
47. Project plan for larger study tasks	98
48. Make smart use of time in exams	100
49. Prepare for life after study	102
50. Use time-saving tips and strategies	104

1

Take your time power

Gain a sense of control

How does this help?

It can feel that time is in charge – running away from us when we are busy, hanging heavy upon us when we are bored, elusive in its ways. That isn't the case: our own minds shape our experience of time; our own decisions affect what we achieve in the time we have. You can take charge of how you think about time, how you spend it, what you achieve in given amounts of time, even how time feels to you. Students who perceive that they have some power in relation to time tend to feel less agitated or dejected about study tasks and exams. They accomplish more of what they set out to do, feel more satisfied, and gain better grades.¹³

Considering your responses

If you feel that you are controlled or limited by the time available to you, take charge. You gain more from the time available if you take conscious steps to understand time, enjoy it, direct it, organise, plan, prioritise and monitor it well.



See also Ways 6, 8, 14




Do I ...?

- Do I feel time runs away from me?
Yes **No**
- Do I feel limited by time?
Yes **No**
- Do I reflect on my use of time?
Yes **No**



To do. I will ...

Take charge of your experience of time

Select  approaches below that could help you take charge of time.

Own your power

Recognise you are in charge of how you use and experience it.

Make your own time decisions

Don't be influenced by other people's poor time decisions.

Be time-aware

Gain a better sense of how time is structured and flows. (See page xiv and Way 10.)

Think of time positively

Find friendly ways of thinking about it. (See Ways 4 and 5.)

Make time meaningful and fun

... if it is dull, it drags.

Don't wait to be told what to do

Use your initiative to get things done and on time.

Be time-reflective

Pause to consider your use of time and attitude towards it.

Use strategy and techniques

Learn to organise and monitor time well.

Form good time habits

Be systematic in changing your time-related behaviours.

23

Don't spare your spare minutes!

Make effective use of short spells of time

How does this help?

Across the week, term and year, spare minutes can add up to a considerable amount of unused time. Typically, such times include queuing, waiting for transport, waiting on other people, times between scheduled events, or drifting into spending more time watching videos or TV, playing games, using social media or chatting than you intended. There are many tasks that fit into a spare minute or two – such as a quick browse of a topic coming up in class, testing out a new study app, preparing questions for an upcoming tutorial or class, or viewing hard-to-remember course material. Use spare moments to accomplish more and to keep larger time blocks free for longer tasks.

Considering your responses

If you haven't yet given serious consideration to those passing moments in your week, you could have a fantastic resource to tap into. They are especially good for learning facts and figures without pressure.



See also Ways 29, 32, 35, 46



Do I ...?

1. Do I have spare moments I could use for short study bursts?

Yes No

2. Do I have useful things ready to do when such moments arise?

Yes No

3. Do I make best use of spare time?

Yes No



To do. I will ...

Make the minutes matter!

Look for bankable time

If you can fit essential tasks into spare moments, you could 'bank' that time for rewards and favourite activities later on (see Way 32).

Spot the opportunities

Become more aware of typical times in your week when you have time you could use more productively.

Make a list

... of things you could do in spare moments for a few days ahead.

Retain useful downtime

Downtime is also important for well-being and health (see Way 16) – so don't use up all 'spare time' in study.

Carry flashcards

If you find you have unexpected spare time, use these to review facts, figures, charts and diagrams that help with your course. Be well prepared for tests and exams and sound smarter in class.

Have tasks prepared

Create a set of short tasks to fit into short moments. Decide at the start of the day which you will use.



Index

- Academic pressures xii, xiv, xv, 4, 13, 22, 68, 86
- Academic year, flow of 22–3
- Action, taking viii, x, xiii, 4, 6, 30–1, 44, 45, 48–9, 76
- Action-planning xiii, 7, 31, 55, 76–7
- Active learning 59, 86–7
- Alarms/timers 20, 21, 33, 39, 41, 93
- Alertness xvi, xvii, 40, 74
- Anchoring time xiv, 26, 42, 43, 76–7
- Anxiety xiv, xv, 24, 98
- Appointments, with yourself 54–5
- Appreciating time 13, 69
- Apps 20, 21, 50, 78, 93, 106, 115
- Assignments xiii, xv, xvi, 14, 15, 21, 22, 23, 31, 36–7, 56–7, 68, 70–1, 72, 94–5, 98–9, 114
- Attendance (in class) xiii, xviii, 13, 80–1, 85
- Attention span 40, 41, 58–9, 61, 74, 86–7
- Attention, using undivided xiii, 13, 60–1, 74–5, 82–3
- Attitude xvii, 2–3, 12–13, 27, 28, 29, 32, 58–9, 64–5
- Autopilot, acting on 44, 89
- Awareness, of own time use xi, xv, 6–9, 10, 14–15, 28–9, 30–1, 85, 96, 97
- Awareness of others' time xviii, 78–81
- Awareness of time xviii, xii, xiii, xiv–xv, 3, 22–3
- Balance, study/life xi, xii, xiii, 8, 26–7, 34–5, 76–7, 94
- Bank, time bank 30, 51, 68–9
- Beat the clock 39
- Benefits of time management xii, xiii, 2, 4–5, 18, 22, 28, 36, 59, 64, 65, 68–9, 76, 88
- Blocks of time 50–1, 59
- Body clock xvi
- Boredom 11, 23, 58–9, 73
- Brain errands 35
- Brain function, optimising 34–5, 36, 44–5, 60, 61, 66, 86, 88–9
- Breaking tasks down 29, 30–1, 42–3, 73, 99
- Breaks 8, 11, 27, 33, 40, 41, 59, 73, 97
- 'Breathing space' 33, 35
- Calm 13, 32, 73
- Career development xii, xvii, 5, 21, 26, 27, 36–7, 102–3, 114
- 'Catching up' 27, 60, 90–1
- Chaos xiv, 6, 32
- Charting your time 43
- Checklists (see List-making)
- Cheerleader, time 70–1, 93
- Circadian rhythm xvi, 13, 34–5
- Class-time 8, 74–5, 80–1
- Clutter (see De-clutter)
- Collaborating xii, 78–9
- Colour-coding 57
- Commitment ix, x, 95, 108–9
- Completing study tasks xii, xiii, 49, 61, 70–1, 72–3, 76, 94–5, 110–11
- Concentration xvii, 60–1, 74–5, 86–7
- Confidence 24–5, 42–3, 75, 76, 86, 89
- Consequences, considering 23, 49, 58
- Contingency time 27, 65, 76, 77, 99
- Control, feeling in control xi, xiv, 2–3, 7, 16–17, 18, 21, 23, 26–7, 33, 36–7, 76–7
- Countdown to 'go' 45

- Course completion, xii, xiii, 24, 25, 84, 95
- Course, time requirements 84–5
- Creating more time xiv, 66–7, 68–9, 104–5
- Cross-referencing 57
- Cues, for study 44–7, 82–3
- CV-building xii, xix, 5, 8, 18, 21, 26, 31, 36–7, 102–3
- Day, style your day 32–3, 45
- Daydreaming 34–5, 96
- Deadlines, managing 22–3, 64–5, 95
- De-clutter 57, 66–7
- Decision-making 2, 3, 10, 16–17, 26–7, 30–1, 32–3, 36, 52, 69, 98
- Demons, time 10–11
- Diary planning xix, 9, 20, 21, 27, 35, 42, 53, 55, 64, 65, 69, 73, 76–7, 81, 91, 93, 105, 114
- Direction 30–1
- Disorientation xiv
- Dissertations xii, 36, 98–9
- Distractions, managing 11, 50, 58–9, 66, 73, 81, 82–3, 96
- Downtime 8, 27, 34–5, 40, 51, 76, 96
- Effective time management xi, xii, xviii, 6, 10, 41, 50–1, 58–9, 63, 68, 84–5
- Efficient use of study time xi, xii, xviii, 15, 30–1, 40–1, 69, 96–7
- Employability xii, xv, xviii–xix, 8, 27, 65, 79, 80, 81, 95, 102–3
- Energy for study 16, 17, 34, 41
- Enjoyment xiii, viii, xiii, 2, 8, 12, 13, 28, 29, 58–9, 69, 77
- Exams xv, xvi, 8, 22, 36–7, 51, 64–5, 97, 100–1, 114
- Experience of time xiv–v, 2–3, 12–13, 22–3, 32–3, 76
- ‘Fascinator demon’ 11
- Flashcards 51
- Flexibility xix, 27, 40, 77
- Focus, being able to xi, 13, 30, 76
- Focus, choosing a 53, 60–1, 72, 73, 82–3
- Focus, maintaining xviii, 54, 60–1, 74–5, 82–3, 85, 86–7
- Forgiving yourself 29
- Forward planning 64–5, 102–3
- Fun 3, 10, 28, 29, 68, 104
- ‘Fun demon’ 11
- Future, awareness of 14, 102–3
- Future self 28, 29
- Goal-setting 24–5, 30–1, 48–9, 69, 70, 72, 73, 96
- Grades xii, xvii, 2, 3, 4, 14, 24, 84–5, 94, 100
- Habit formation ix, x, 3, 6, 7–9, 108–9
- Happiness xi, 7, 32, 34–5
- Health xvii, 34–5, 94, 96, 116
- Incubation time 39
- Independent study xi, xii, 22, 23, 26, 30, 54, 72–3
- Information management 21, 56–7, 105
- Initiative, using 3
- Key dates 23
- Last-minute-ism 8, 37, 64, 88, 89, 92
- Lead-in time 36
- Lectures 74–5
- List-making 23, 31, 45, 51, 52–3, 57, 72, 73, 77, 89, 91, 112–13
- Log, time log 62–3, 69
- Losing things 56, 57, 66–7, 97
- Mapping out the whole 43
- Memory 19, 88–9
Recall of information 35, 50, 51, 52–3, 74–5, 88, 89
- Remembering own intentions 19, 52–3

- Milestones 25, 30–1
- Mindfulness 41,
46, 61, 114
 Being mindful of time 13
- Monitoring progress 31,
42, 43, 110–11
- Monitoring where time goes
14–15, 31, 62–3, 69
- Motivation 4, 30–1, 48–9,
68–9, 70–1, 78, 90
- Multi-tasking (see
Task-switching)
- Muscle memory 19
- Note-making 17, 56–7,
74–5, 86–7, 97,
105–6
- Novelty seeking 11
- Numbering 53, 73
- One-minute plans 73
- Opportunities, using xiii,
xv, xviii, 13, 16–17,
36, 51, 103
- Optimal study time xvi,
16, 17, 49–50
- Organised, being xiii,
xiv, 20, 21, 54–5,
56–7, 104, 105
- Organising daily life
xi, xiv, 107
- ‘Overload’ sense of
4, 60–1
- Overview, gaining an 52
- Pacing, your study xiii, 8,
22–3, 32, 36–7,
64–5
- Pareto principle 14
- Perfectionism 11, 94–5
- Perseverance xix
- Personal approach viii,
xiv, 10–11, 20,
30, 31, 41, 104
- Personal experience of time
xvi, 10–11, 58, 59
- Planner/diary 9, 20,
21, 53, 93 (see
Diary-management)
- Planning xiii, xiv, 12,
22–3, 26, 30–1,
43, 48, 62, 63,
64–5, 89, 90
 Forward planning xii, 77
- Planning exam time 100–1
- Planning for the future xiv,
102–3, 114 (see
Employability)
- Planning a project 36–7,
98–9, 116
- Planning a study session
58–9, 72–3
- Planning as a student xiii,
xiv–v, 26, 32–3
- Planning your day 52–3
- Planning your week xiv,
76–7, 104, 107
- Preparation xii, 33
 for class 33, 74–5
 for exams 88–9
- Pressures on time xi, xii,
xv, 12, 13, 32, 50,
51, 66, 68, 88
- Prioritising use of time xi,
xv, 6–7, 13, 14–15,
30–3, 53, 76–7
- Priorities for time
management 6–7, 9
- Procrastination 11, 28–9,
42, 82, 83, 90, 102
- Professionalism xviii, 26
- Progress, seeing 33,
42, 43, 110–11
- Project planning 98–9,
116
- Punctuality xiii, xviii, xix,
8, 54, 55, 80–1, 95
- Purpose 30–1, 96
- Questioning, using 15,
50, 74–5, 77
- Quick wins 43
- Rationalisations 28
- Reading 17, 57,
58–9, 86–7, 97
- Realistic expectations 8,
26–7, 45, 70, 71
- Referencing 21, 97, 114
- Reflection ix, 2, 3, 6, 9,
18–19, 23, 63, 96
- Relaxing xi, 34–5,
52, 115
- Reminder setting 27,
92–3
- Respect for time 54–5,
80, 81
- Rest 34–5
- Revision time xvi,
22, 36, 37, 51,
64–5, 88–9, 97
- Routine xvi
 Breaking routine 58, 92
 Using routine 29, 44,
46–7, 55, 77, 92
- Satisfaction with study 2, 4,
58–9, 60–1
- Saving time 104–5

- Scheduling xix, 7, 26,
31, 35, 43, 48, 64–5,
76–7, 89, 95, 99
- See-at-a-glance 53, 105
- Self-awareness ix, xvii, 6–9,
10–11, 18–19, 30–1,
40, 62–3, 68–9, 85
- Self-care 24 (see
Well-being)
- Self-control 16, 17
- Self-evaluation ix, xix, 6–9
- Sequence, best of tasks xii,
31, 53, 59, 61, 101
- Settling into college/uni
22–3, 24–5
- Settling into tasks xviii,
8, 44–5, 82–3
- Sharing tasks 78–9, 105
- Sleep xi, xvi, 27,
34–5, 116
- Sleep, best times xvi
- Sleep cycles xvi, 34
- Sleep effect 89
- Sleep functions xvi
- Sleep regularity 34
- Sleep routine xvi, 34
- Social learning 70–1,
78–9, 81, 104, 105
- Socialising 27, 41, 77
- Social media 11, 46, 50,
61
- Space, organising your
46, 66–7, 114
- Spaced learning 36–7,
88–9
- Spare time 50–1
- Speed-tasking 38–9, 46,
59, 73
- Stamina xvii, 25, 34, 40–1
- Start of day 33
- Starting early x, 17,
29, 36–7
- Starting points viii, ix,
36–7, 42–3, 48–9, 73
- Started, getting 8,
17, 28–9
- ‘Sticking’ to task 8, 27,
54, 55, 60–1, 81, 97
- Strategy for time management
3, 30–1, 36–7, 100
- Strengths and weaknesses
6–9, 10–11
- Stress xii, xv, 7
- Stress management xi,
2, 4–5, 22–3, 28,
64, 76–7, 116
- Stretching yourself 30,
94, 98–9
- Structure of time xiv, 3
- Students, advice from 23,
37, 40–1
- Student life viii, xii–xiii,
xiv, xvi, 26, 27,
92, 93, 107
- Study hours xvii, 84–5
- Study skills 74–5, 82,
86–7, 90–1, 98–9,
100–1, 105, 115
- Study success xvii, 25,
30–1, 40–1, 72, 84–5,
86–7, 94–5, 96
- Styling your day 32–3,
55, 73, 81
- Surround time 74–5
- Synchronise 27
- Targets 31
- Task elaboration 74
- Task-switching 60–1, 97,
107
- Team-work 71, 78–9,
80, 81
- Thinking time xi, xiii,
27, 35, 36–7, 40
- Time, to adapt 22–3,
24–5
- Time as an asset xiv,
xv, 12, 13
- Time bank 51, 68–9
- Time challenges xii, xiv,
xv, xvi
- Time courtesies xviii
- Time, insufficient 12–13
- Time log 62, 63,
68–9
- Time management,
what is? xi
- Time power 2–3, 76
- Time relevance for students
xii–xvi
- Time requirements for study
84–5
- Time responsibility xiii,
xiv, 3
- Time, rhythms xvi, 13,
22–3
- Time savers 13, 69,
104–7
- Time-saving strategies
20–1, 38–9, 55,
56, 57, 104–7
- Time, speed of xiv, xv
- Time tools 20–1
- Time wisdom 18–19,
100
- Timetable 26–7, 88
- Timing, good x, 16, 17
- Tracking personal
progress x
- Transition time 24–5, 83

Understanding the subject 74–5, 78–9, 90	Visualising 48–9	Worrying about time 24, 42, 64, 73
Urgency, sense of xiv, 54, 59	Volunteering xii	Worrying, time lost in 24–5, 106
Vacation time, using 23, 85	Walking 35	Writing things down 19, 52–3
Valuing the moment 13, 61	Wall-planner 23, 27	Writing, improving 17, 36, 37, 56
Valuing time 12–13, 14–15, 50–1, 54, 62, 69, 83	Washi tape 107	
Variety, using 41, 58, 59, 73, 76–7, 87	Wasting time xi, 10, 42, 44, 50–1, 52, 55, 60, 66, 68, 82–3, 86, 96–7	'Yet' 25
	Well-being xi, xii, xvi, 13, 24–5, 34–5, 51, 94, 116	