



# Time management



Managing your time well is an essential skill that can help you to get organised, avoid procrastination and do well academically.

## Here are our Top 10 time management tips:

### Plan ahead

Use a semester planner to make due dates clear and to provide an overview of busy periods. The amount of time you allocate each task should be based on how much it is worth. For example, an assessment worth 50% should be allocated more time than an assessment worth 25%.

### Break each task into smaller sub-tasks

Give each sub-task a realistic deadline within your timeline for that assignment. By focusing on one sub-task at a time you'll make steady progress.

### Prime time

Identify your most productive time of day. Do challenging tasks during your prime time and set aside easier tasks for your less productive times of day.

### Schedule rewards

Plan rewards for completing tasks and schedule these into your weekly planner.

### Set up a weekly plan

Using the form on the next page, cross out all the times that you are not available each week. The remaining time slots are available for study and working on assignments. Put the sub-tasks identified for each week into those slots based on your assessment timelines.

### Prime place

Plan to do your study in an environment that is conducive to getting work done (e.g. library). Never study in bed!

### Anticipate and eliminate distractions

Put your phone on silent, turn off notifications, and unplug the TV! Check and respond to email, Facebook etc. AFTER completing a study slot.

### Anticipate and challenge unhelpful thinking

For example, "I'm not in the mood, I'll do it later". Instead, you might tell yourself "I just have to make a start, I can fine-tune it later."

### Balance study and fun

Set aside time for regular and rejuvenating breaks and exercise to maintain productivity and motivation for study.

### Ask for help

If you don't understand what a task involves, ask a tutor or friend to explain it. If life problems are getting in the way of study, arrange to speak with a counsellor to help work things out.

Our weekly planner may assist you with your task planning and time management (see page over).

## Weekly planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	6-7am						
	7-8am						
	8-9am						
	9-10am						
	10-11am						
	11am-12pm						
	12-1pm						
Afternoon	1-2pm						
	2-3pm						
	3-4pm						
	4-5pm						
	5-6pm						
	6-7pm						
	7-8pm						
Evening	8-9pm						
	9-10pm						
	10-11pm						

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### Counselling and Psychological Services (CAPS)

+61 2 8627 8433  
 caps.admin@sydney.edu.au  
[sydney.edu.au/counselling](http://sydney.edu.au/counselling)

Level 5, Jane Foss Russell Building  
 Opening hours: 9am to 4.30pm,  
 Monday to Friday

#### Crisis contacts

Ambulance/Fire/Police: 000  
 Lifeline (24 hours): 13 11 14  
 Mental Health Access Line: 1800 011 511