

## Section 3 – Develop the skills you'll need at university



### Time-management

In order to meet all of your academic deadlines and still have time to enjoy life, it is vital to manage your time at university. Having a structured approach to managing your time is key to staying in control of your work.

Plan out how you will manage your time at the start of each semester or term. Start by checking your timetable and recording your deadlines. Then make an overall plan for the term which includes all your commitments – lectures, seminars, labs, meetings, part-time job, clubs and societies – and keep adding to it.

#### Create a study diary or wall planner

Your plan could be a long to-do list for the weeks ahead, but it probably works better as a diary or wall planner. Online calendars have the benefit of being easily edited to reflect any change in your plans.

Fit your study slots around lectures and seminars, and look for spaces in your timetable when you have more free time to focus on larger tasks. You can create your own timetable to include details of lectures, work and other commitments to help you decide when to allocate study slots.

[My Study Life](#) is a useful tool that allows you to timetable, create to-do lists and schedule reminders. You can download the app to your device or access it online.

If you are planning your time to work on a specific assignment, break the work down into different elements. Make sure that you take the time to understand and interpret your question at the beginning and allow time to review and edit your work at the end. Working backwards from the deadline with a calendar can help you to identify exactly how long you could spend on each stage of the assignment.

#### Tips for planning your time

To plan your time effectively, we recommend that you:

- have an overall goal for your study sessions
- identify the individual tasks needed to complete your work
- break these tasks down into simple steps
- set up reminders to keep you on track
- review your progress regularly and adapt your plan if you need to
- Don't give up – persevere.

### **Top 3 resources for time-management**

We have trawled the internet to find the best resources on time-management at university.

Here are the best 3 to have a look at:

- 1) This video from University of Oxford offers some good general time management advice:

[https://www.youtube.com/watch?v=gtt9sX4WTYY&feature=emb\\_title](https://www.youtube.com/watch?v=gtt9sX4WTYY&feature=emb_title)

- 2) This link from the University of Sheffield has some excellent tips to beat procrastination:

<https://www.sheffield.ac.uk/ssid/301/study-skills/everyday-skills/time-management>

- 3) The University of Nottingham has some good free resources for you to adapt.

<https://www.nottingham.ac.uk/studentservices/support/supportforyourstudies/academicsupport/studyresources/timemanagement.aspx>

- 4) We like this procrastination mind-map

[procrastination-mind-map.pdf](#)