Top 10 Tips for Better Time Management

1. Look carefully at how you use your time. Keep a diary
2. Use a month or year planner to organise your term so that you know when assessments are due
3. Make a daily ‘to do’ list and stick to it
4. Prioritize. Do the most important tasks first
5. Plan your study time. A short break every hour will keep you more alert
6. Find a good place to study and have it well organised. Ensure everything is set up before you settle down to work
7. Divide big jobs into smaller pieces
8. Use times during the day when you would otherwise be simply waiting. Even if it is just 10 minutes, have things like flash cards ready to use
9. Learn to say “NO”
10. Make time for yourself to relax and enjoy life

Top 10 Time Wasters

1. Lack of planning
2. Procrastinating
3. Interruptions: For example: drop in visitors, pop up e-mails, unplanned or unnecessary telephone conversations
4. Surfing the net
5. Cluttered desk / poor personal organization
6. Inability to say “no”
7. Ineffective communication
8. Leaving tasks unfinished
9. Attempting to do too much
10. Ineffective delegation
Top 10 Ways to fight procrastination

Procrastination is avoiding doing things which should be done.

1. Think positively: Use positive statements such as “No time like the present” or “I have done it before and can do it again”.
2. Plan: Decide what has to be done and how you are going to do it
3. Break bigger tasks into smaller pieces.
4. Establish routines
5. Do not expect perfection
6. Ask for help if you need it
7. Be realistic about how long it will take to complete the task
8. Remind yourself that it is actually your time you are wasting and the sooner you complete the task, the sooner you can move on.
9. Form the habit of celebrating completed jobs - but do get back on task after you have celebrated!
10. Get going!!

“Procrastination is the thief of time.” - Edward Young (1683-1765)