

and can be forfeited in times of high stress (e.g. exams) - but this should not be the norm.

Schedule in your work commitments (e.g. time spent at work or lecture times).

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00							
06:30							
07:00							
07:30							
08:00	LECTURES					WAKE UP IN THE MORNING!	
08:30		LECTURES					
09:00			LECTURES				
09:30				LECTURES	LECTURES		
10:00							
10:30							
11:00							
13:00			EAT LUNCH!			EAT LUNCH!	
13:30							
14:00	LECTURES	LECTURES	LECTURES				
14:30				LECTURES			
15:00							
15:30							
16:00							
16:30			LEAVE UNIVERSITY				
17:00			DO CHORES				
19:00			DINNER			DINNER	
19:30	GYM		GYM		GYM		
20:00							
21:00							
21:30							
22:00			BED TIME				

Your timetable will now have a number of blanks in it. These are your potential study times. However before you schedule your study time in, first decide which time of the day is your prime time (i.e. time when you are feeling most alert). This may be different for each person and could include morning, day or night. Once you've decided this, concentrate most of your studies (and definitely your more challenging subjects) around this time.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00							
06:30							
07:00							
07:30							
08:00	LECTURES					WAKE UP IN THE MORNING!	
08:30		LECTURES	ASSIGNMENTS	ASSIGNMENTS	ASSIGNMENTS		
09:00			LECTURES				
09:30				LECTURES	LECTURES	STUDY	
10:00	ASSIGNMENTS						
10:30							
11:00							
13:00			EAT LUNCH!			EAT LUNCH!	
13:30				ASSIGNMENTS		STUDY	
14:00	LECTURES	LECTURES	LECTURES				
14:30				LECTURES	ASSIGNMENTS		
15:00							
15:30							
16:00	ASSIGNMENTS					STUDY	
16:30			LEAVE UNIVERSITY				
17:00			DO CHORES				
19:00			DINNER			DINNER	
19:30	GYM		GYM		GYM		
20:00							
20:30	STUDY		STUDY				
21:00		STUDY		STUDY			
21:30							
22:00			BED TIME				

Now break the remaining blanks into study blocks. These study blocks should not exceed 50 minutes and should include regular breaks (generally not longer than 10 mins). Write these in a different colour pen so that you can, at a glance, see when you are scheduled to study.

Try to stick to these study blocks, even if you don't have an upcoming test. Rather use them for assignments or review so that you can get into the habit of studying at certain times in the day.

Try and use non-prime time periods for study preparation and assignments (i.e. activities that don't require the same degree of concentration as studying).

When you have an upcoming test take the study material and break it down into manageable chunks, and slot these into your study blocks. Set short-term goals for each day and evaluate your progress on a daily basis. If you are behind, immediately make plans to make up the work. This way you won't run out of time before the test.

Never study the day before a test, this time should be used for revision only. As such make sure your study timetable includes revision time. Remember that studying requires discipline, as it's rare that you would prefer to study than engage in leisure activities. As such once you've written up your study timetable, and made the necessary adjustments to ensure it works, you must stick to it.

Learn to say no. You will reach a point when there is only so much that you can do instead of burning yourself out or not doing quality work. Learn to balance how much you can do, with what you need to do. This balance requires learning how to say no and setting boundaries that are healthy for you.

Only by developing good time management habits can academic success be guaranteed. Try these suggestions, see what works best, and then be sure to integrate them into your learning lifestyle. Learning effective time management now will help you throughout your personal life and professional career.

Source:

Holden Leadership Center. (2009) *University of Oregon*. Retrieved from: http://leadership.uoregon.edu/resources/exercises_tips/skills/effective_time_management

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managing your time effectively

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Managing your time effectively

The management of your time is THE most important skill required in the attainment of academic success. It provides the grounding for all your studies and, if done correctly, gives you a flexible framework from which to balance your various (and often seemingly conflicting) commitments. In addition to this it enables you to keep focused and motivated.

The five steps to effective time management are:

1. Plan
2. Assess
3. Organise
4. Prioritise
5. Schedule

Step 1- PLAN by establishing goals

"Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success."
- Stephen A. Brennan

If you've decided to make some changes in how you manage your time, one of the first steps is to set some specific and tangible goals. When you know what your goals are, you'll be more likely to both plan and use your time more effectively. Goal-setting can also help you prioritise when you have a lot of tasks that all need to be completed within a tight time-frame. You'll be less likely to procrastinate if you know what your goals are, and why you want to achieve them.

Goals are often organised into short, medium and long term.

- ✧ Short-term goals: A short term goal is a specific, short task which is achievable within a limited timeframe that will help you reach your medium term and long term goals. They are usually goals that you will achieve in the near future (e.g., in a day, within a week, or possibly within a few months). E.g. reviewing lecture notes daily.
- ✧ Medium-term goals: Medium term goals start to break down the long term goal into smaller, more tangible components. E.g. achieving 80 % on a test.
- ✧ Long-term goals: are ones that you will achieve over a longer period of time (e.g., one semester, one year, five years, or twenty years). E.g. obtaining a diploma.

Goal setting is the process of deciding what you want to accomplish and devising a plan to achieve the result you desire. For effective goal setting, you need to do more than just decide what you want to do; you also have to work at accomplishing whatever goal you have set for yourself. Identify academic goals and deadlines (e.g., dates of exams, dates papers are due, etc) and make target dates for your non-academic goals. Next, determine the steps you need to follow to reach these goals. Segment the larger activities into a series of smaller units. Then, make a reasonable timetable for accomplishing your goals on time.

The Goal Achievement process entails the following requirements:

- Well-formed goal statements. A good way to remember how a goal statement should be defined is the S.M.A.R.T. acronym used by many experts in goal setting.
SMART stands for:
 - Specific
 - Measurable
 - Action-Oriented
 - Realistic
 - Time and Resource Constrained
- Breaking goals down into manageable steps
- Motivation and commitment
- Reminders and keeping on track (accountability)
- Frequent review and re-assessment
- Evaluate your progress and make necessary changes

Step 2 – ASSESS

Your next step is to assess how you are currently using your time. You cannot make productive changes unless you know what areas need to be changed. Keep a time log for three days from the time you get up until the time that you go to bed. Describe your specific activities in 15 minute blocks.

The activity should be detailed and can include comments. Prioritize your activities: A-important to you; B-important to others; and C-maintenance (basic human needs).

Step 3 – ORGANISE:

Develop an overview of everything you want to accomplish and organise your "things to do"

Ideally, you should make a list each morning of everything that you want or need to do for that day. Don't plan out every minute and don't even think about which task is most important, just write them all down. Some people find it more helpful to list their "things to do" in 5 to 7 day groupings. In this way they can plan for longer projects and get a better sense of their week. Whichever method you choose, keep in mind that everyone has good and bad days. Don't worry if you don't accomplish everything, just include the uncompleted tasks to your next day's list and get them done.

Step 4 - PRIORITISE

After you have recorded these "things to do", go over the list and rewrite in priority order which things you need to do at the top and less important/pressing tasks at the bottom. Keep in mind due dates, commitments you have made, and whether or not these tasks involve other people. How you choose to prioritise is a very personal matter. What is important is that you are responsible with your priorities. Review the fit between your priorities and goals.

Step 5 - SCHEDULE

The last step is to take this list and begin to work these "things to do" into your schedule. You can't plan every minute of your day. Remember to

leave room for breaks, socialising and those unexpected things that pop up. There's no use making a schedule that is impossible to follow. Many students find it helpful to keep a diary for the year. At the beginning of the semester write down your classes, assignment due dates and exams. Carry your diary with you, if you write your "to do" list in it!

Scheduling and Time Management tools

Although there are various tools of time management (e.g. diary, year planner etc.), the development of an effective Study Timetable will be the focus of this pamphlet.

Study Timetable Essentials:

First get hold of a blank 7-day week timetable that encompasses your full day (from when you wake up to when you go to sleep). If you can't find one, draw up your own.

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Schedule in your daily routines in as much detail as possible (e.g. what time you wake up, what time you get ready in the morning, when you have lunch and dinner, daily chores and when you go to bed). Certain activities – if neglected – will throw your life out of balance and undermine your high priority efforts (i.e., activities such as sleeping, eating, socialising, exercising, doing the laundry, etc.). Include them in your planning. Since these routines are essential and generally inflexible, they will provide the parameters around which you will eventually schedule your study time.

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Schedule in your essential leisure activities in as much detail as possible (e.g. gym, soccer practice, favourite TV programmes, personal commitments etc.). These are generally more flexible than daily routines