Effective Time Management

"I'm always running late, no matter what I do!"

Time management is not just about getting to places on time. It's how we **divide our time between tasks**.

Everything is a task, the walk to University is a task, eating is a task. How long we spend doing these activities will impact on the rest of the day.

Here are a few tips and tricks to help manage your time:

1. **Know your limits**, don't accept too much responsibility, and don't give yourself too much to do. If you can, delegate tasks out to other people, if you can't do that, apologise and simply say you don't have time.

2. Learn to **say no**. You must say no to things you do not have time for. You're not only wasting your own time but others as well.

3. **Prioritise** your tasks, get the most pressing / important task done first then move onto others.

4. Recognise when you're procrastinating and **stop**.

5. Avoid multitasking two big / taxing tasks. You can't watch Netflix and study, similarly, you can't hold a conversation and study. When it's a **big t**ask or a particularly demanding one, **just focus on that**.

6. Remember to take some time for yourself, think of studying like a job rather than to pass time. It will be stressful and occasionally hard work, so you do **deserve a break.**

7. Learn how long different tasks take. If you write about 300 words of good prose an hour, don't suddenly expect 1000.

8. Do not think a mistake is a waste of time, you may have got a bad grade but what can you constructively learn from it? We don't learn by being right all the time, the best lessons are from our mistakes.

9. Do you struggle to get up in the morning? Set alarms, lots of them. Make them as annoying and as loud as possible and keep the alarm just out of reach. Try and wake up at the same time every day, eventually your body will adjust and you will wake up naturally.

10. If you really struggle to stick to defined time frames, consider adopting a method like the Pomodoro Technique. Check it out online.