

## Controlling your time – managing your study

### Time Flies

What is your relationship with TIME? Do you control it or does it make you its slave? What has been your experience and what kind of habits (good and bad) have you settled into with respect to time?

Have you cultivated a productive balance in your day-to-day life or do you end up rushing much of the time, under pressure, and not having enough time for yourself, for rest or for meeting friends? In what way do you waste time?



Some people are quite good at focusing on their goals and achieving them - others relate more to the experience of drifting, spinning your wheels or distracting yourself with other things that, to your continued amazement, take up a lot more of your time than you thought – and that leave you feeling flat and unfulfilled?

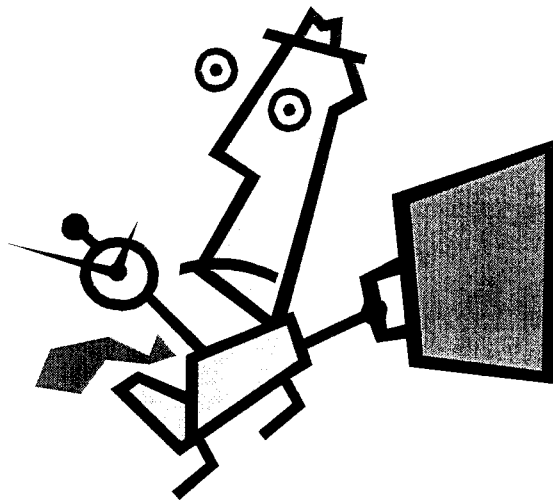
It is not an exaggeration to say that your success or failure in college may in large part depend on your use of time. If you use it wisely you'll do well; if you use it poorly you'll more than likely not succeed in what you hope to achieve. Who hasn't know the kind of well motivated student can expend a lot of time and energy on relatively unimportant aspects of their course (majoring on the minors) and then fail completely to attend to crucial and important elements of the course.

These and other mistakes can be prevented by applying some simple techniques for controlling your time and managing your study. Put simply, you must have a goal, you must have a plan and you must take action. It's a question of balance.



Some good reasons why you should make and keep a schedule

- Makes you realise just how much time you have every day
- Time can be gained in only two ways – doing a task in less time or in using small blocks of time that you usually waste
- ‘A complete waste?’ – No, spending a little time working a schedule saves a lot



- ‘I’ll be a robot!’ – No, just the opposite. Look around you and see who is the slave to time; the guy dashing madly across the campus, late again, eating junk food on the run!
- ‘I prefer to be flexible!’ – But a disorganised student wastes so much time that there isn’t any time left to be flexible with. Scheduling frees up time!

***Benefits:***

- Gets you started
- Prevents avoidance of disliked subjects
- Monitors the ‘slackening off’ process – scheduled tasks are more likely to be completed
- Makes studying enjoyable
- Keeps you from overlooking recreation
- Written plans make responsibilities seem more manageable and less overwhelming
- If you are current on reading and homework assignments, you will avoid the need for last-minute cramming for tests

**The Pareto Principle**

### General summary points:

- Reflect frequently on how you spend your time
- Monitor your time - take control over it
- Stay in the low twenties – you'll come through with flying colours
- Be aware of when you are wasting your time
- Beware – the Devil is in the detail
- Discover your peaks and slumps - know when you are productive

### Planning for an effective study schedule:

Allow sufficient time for sleep, a well-balanced diet, and leisure activities.

- Prioritise assignments
- Prepare for discussion exercises or any group activities before class
- Schedule time to go over lecture material as soon as possible after class.  
Remember: Forgetting is greatest within 24 hours without review
- Schedule fifty-minute blocks of study
- Choose a place free from distractions to study
- Plan to use "dead time"
- Schedule as much study time as possible during daylight hours
- Schedule a weekly review
- Be careful not to become a slave to your schedule

### Making your schedule:

*Tasks begun well,  
likely have good finishes*  
Sophocles  
496 - 406 BC

### Academic Calendar:

- Familiarise yourself with your course's academic calendar
- Enter important dates, such as mid-term and final exams, holidays, breaks, study days, etc.
- Enter dates for continuous assessments and/ or exams, important papers and projects, even social activities!
- Post this schedule in your study area for referral and review, and to chart your progress

*This is the macro view: don't include too much detail*