

Managing your time

Some tips to help you get organised



Managing your time

Your University at your side

Mental Health and Wellbeing at the University of Wolverhampton:

- provide free and confidential individual counselling
- offer non-judgemental support and understanding
- are professionally trained
- are experienced in dealing with a wide range of problems

Counselling can:

- help you to develop your strengths
- offer you the chance to focus on and understand your difficulties
- enable you to make positive decisions and changes
- help you to develop the skills and resources to cope
- help prevent small problems from becoming bigger

Get in touch

You can make an appointment to see a counsellor by filling out the Contact Us form at www.wlv.ac.uk/SSW, alternatively, you can come along to one of our drop-in services. For more information go to the web address above and click on the Mental Health and Wellbeing option. From here you will find a wealth of useful information and self-help tools as well as our Drop-ins and Group activities.

Introduction

Managing time is a skill that can be learnt, so you needn't panic! Read on for some useful tips on taking care of yourself and your workload.

When struggling to balance all the different demands in your life, you may feel: irritable, stressed out, angry at yourself or others, guilty, lacking in confidence or belief in yourself, or even overwhelmed.

You might also feel anxious, unable to sleep, eat or concentrate, but following some of our tips might help you focus better and begin to get started on some of the tasks that may, at the moment, feel impossible.

Balancing all your commitments at once

It may be the case that you have other important things in your life that require your time. Children, competing work priorities, and other responsibilities can feel like they are getting in the way, or need equal, if not more, attention. However, providing you have the capacity to do so, you can manage all of them. Finding that balance is crucial.

Tips to manage your time

- Schedule tasks and prioritize your work - be realistic about what can be achieved
- Avoid procrastinating
- Avoid stress
- Set up deadlines
- Avoid too much multi-tasking
- Learn to delegate (where you can)
- Take some breaks, or reward your dedication in some other way – be kind to yourself
- Learn to say 'No' – be assertive

Tips for students

- Try not to leave assignments until the last minute. Try not to allow the work to build up.
- Plan ahead for any work that needs to be undertaken by timetabling it.
- Consider when and how you study best. Is it during the morning or evening? At University or at home? In quiet surroundings or with background music? Knowing more about which environment best suits you will help you to focus better.
- Keep on top of notes and reading, alongside ensuring you work a minimum number of hours per week to stay ahead.
- Utilise people around you such as mentors and Learning and Skills Librarians, peer mentors and study skills advisors. Their roles exist to support you during your time at University.
- Have a goal – one that is achievable each week –and do your best to stick to it!
- If you have family or support around – utilise it!
- Plan time for each commitment in your life - this will help you to feel less guilty.
- Sometimes, talking to someone can make the stress of managing your studies and personal life easier to manage. Perhaps you could work through it with someone who is willing to listen?

“Counselling helped me to put things into perspective and organise my time.”

“Asking for help or advice doesn't make you daft, weak, soft, needy, dependent or stupid. It makes you human.”

Andrea Perry (2003)

You might like to look at:

www.wlv.ac.uk/careers (students)

www.wlv.ac.uk/lib/skills_for_learning.aspx (students)

www.wlv.ac.uk/wellbeing (staff)

Perry, A. (2002) *Isn't it about time? How to stop putting things off and getting on with your life.* London: Worth Publishing

Perry, A. (2003) *The Little Book of Procrastination.* London: Worth Publishing

People you might want to contact:

- Your Personal Tutor
- Student's Union Advice and Support Centre tel: 01902 322038

Other useful websites:

The Royal College of Psychiatrists
www.rcpsych.ac.uk/healthadvice/atozindex.aspx

Advice from Mind:
www.mind.org.uk/information-support/mental-health-a-z/

Useful leaflets:
www.ntw.nhs.uk/pic/selfhelp/

Health A-Z at:
www.nhs.uk

Free meditation exercises:
<http://franticworld.com/free-meditations-from-mindfulness/>

