

Skills for Learning

Guide to Time Management

It is important to manage your time effectively during the course of your studies so that you can meet deadlines without undue stress. Time management involves planning ahead and prioritising your university tasks and assignments according to their importance. Planning ahead is essential as you may find that your deadlines happen around a similar time frame and you do not want to be rushed at the end of a semester as this could negatively impact on the work you submit.

Tips for Managing Your Time

- Make a timetable for an average week and record how you spend your time ensuring you note down all activities you engage in from studying, attending lectures, socialising, engaging in hobbies and so on. You can then analyse this timetable and see if there are any areas where you could better utilise your time. For example, you could spend a commute to work or university reading some course literature or reviewing your notes from a recent lecture.
- Note down the important and fixed tasks for each semester including lecture and seminar timings, when key assignments are due and other commitments such as work or family time. This will enable you to plan ahead and be prepared for key dates in advance. As well as noting down semester-long commitments, you may also want to make a note of any weekly or daily tasks too which will help contribute to your long-term academic goals.
- Ensure you prioritise your tasks according to their importance, focusing on those that are most pressing rather than those that may be less complicated or preferred. For example, prioritise assignments due imminently over those due later in the semester.
- Plan out your assignments from beginning to end from looking at your module documentation, researching the topic, making effective notes from your reading, writing up a first draft and then editing and proofreading the work before submission. Having a strategy for each assignment and breaking it down into different elements (with time frames) can make the process feel more manageable.
- Employ effective literature searching and reading and note-making techniques to utilise your study time. Further, have clear and specific study goals. For example, it would be more effective to think 'I am going to start my research using the [Library Catalogue](#) and [subject-specific databases](#) this morning and I've already begun to think about the keywords I will use to find relevant literature' rather than think in more

vague terms such as 'I will begin my research at some point this week'.

- Study when you are most alert and ensure you take frequent study breaks. For example, build in your study time of a morning if this is when you are most productive.

Help and Advice

For more details on the help available please refer to the Skills for Learning website at: <http://www.wlv.ac.uk/skills>.

Further Reading

Books offering advice on time management are available in the Study Skills collections in our libraries and as part of our e-book collection including:

Cottrell, S. (2024) *The study skills handbook* (chapter 6 - time management as a student). London: Bloomsbury:

https://librarysearch.wlv.ac.uk/permalink/44UOWO_INST/13ndfb5/alma991003182027104901

Kornick, A.D. (2023) *Time management essentials: The tools you need to maximize your attention, energy, and productivity*. New York: McGraw Hill:

https://librarysearch.wlv.ac.uk/permalink/44UOWO_INST/13ndfb5/alma991003080737504901

Williams, K. and Reid, M. (2011) *Time management*. Basingstoke: Palgrave Macmillan:

https://librarysearch.wlv.ac.uk/permalink/44UOWO_INST/8bamsd/alma991001504969704901



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