

2.10 Time management

Time Scheduling

The first step is to identify when you have to attend classes, study, revise, prepare etc. Don't forget about all your other activities: family, job, holidays, events etc.

Do you know when your deadlines are? Do you know when you have the time to research, type and edit, practise your presentation etc.?

Use a calendar or schedule

You can use the calendar on your phone or computer. You could also use a planner and put it on the wall in your room, or where you study. Add all the events/activities/deadlines mentioned above.

Make a 'to do' list to help you track the work you have to do and when you need to complete it.

Time Management

- know what you want to accomplish,
- plan how to meet your goals,
- have time for studying,
- break tasks into smaller pieces,
- have a personal life,
- have free time - you cannot study all the time, you need to take breaks.

Learn to say 'No'

This is easy to say, but not always easy to do. However, there will be times when you have to focus on your work or you will not be able to complete and check it in time - you may need to say 'No' to someone.

Having a detailed calendar can give you a much better idea of what time you actually have available to work. In some cases, this can also help you negotiate alternative dates and times for activities so the other person can, hopefully, understand why you are not free at the moment and when you will be free.

Saying 'No' can free up time for the things that are most important.

Avoid distractions

Be aware of anything that might distract you from your work. Are you working in an area where you can concentrate and get your work done? Sometimes working in a study room or at the library can be much more effective than trying to get work done at home. You need to check when and where you will be able to do this.

Are you avoiding the work? Have you decided that, for example, now is the perfect time to sort your clothes, wash your car, organise your room etc.?

Try breaking down the task into smaller activities so you can work for short periods until you are ready to concentrate and get more work done.

Do you know the answer to these questions?

- What time of day do you prefer to study? Morning, afternoon, or night?
- How long can you concentrate for?
- Do you know how to motivate yourself? Do you respond better to the carrot (reward) or stick (punishment) approach? Is working towards a 'treat' more effective for you, or is working to avoid a 'punishment', such as missing an event or activity more effective?

Have you tried using an online tool to help you track your progress? For example, [My Assignment Planner](#) (MAP) will email you at 'key stages' to help remind you as you go through the steps to write and check your assignment.

(Adapted from Dyslexia-college.com 2010)