

HAVE YOU EVER WONDERED

HOW TO MANAGE YOUR TIME?



LOOK AHEAD

- Consider **what** you need to achieve (For example, attend timetabled lessons, finish coursework, homework or private study)
- Have a clear idea of **when** things need to be done by (For example, consider exam dates or deadlines for assessed work)
- **How long** are your tasks likely to take? (For example, time spent in taught sessions or time required to write a lab report)

MAKE PLANS

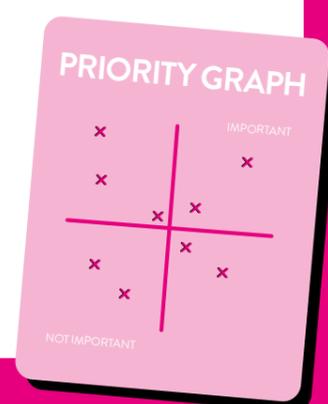
- Consider creating a **planner**. Use colours and images to distinguish between different activities or commitments (Include deadlines, exams, hobbies, part time work, and timetabled lessons)
- Use our resources: the **semester planner** will help you look ahead across the whole term, and the **weekly planner** will help you keep track of each day



Use a **priority graph** to show important, unimportant, not urgent and urgent activities as you'll probably be tackling more than one task each day or each week. This is a useful way to prioritise your tasks.

ACTIVITY PLOT YOUR TASKS ON THE GRAPH

If it goes in the top right corner (Important), it is an immediate priority and should go to the top of your list. If it goes in the bottom left corner (Not Urgent/Unimportant), it can go towards the bottom of your to do list (...and perhaps question why you were thinking about doing it in the first place!)



SET PRIORITIES

BREAK UP TIME

- Try starting with the tasks you enjoy less, and then you are **rewarded** with more enjoyable tasks after!
- **Use your time wisely**. Perhaps use a break between lectures to visit the library, or review class notes on a bus journey?
- It can be hard to motivate yourself, but **self-directed learning is essential** when you get to university

TAKE A BREAK

- If you're struggling to concentrate you should **take a short break**. Grab a cup of tea or burn off some energy if you need to!
- Make the most of **natural breaks** (For example, at the end of a chapter or once you've completed a task)
- Make 'to do' lists for each day – use our planner! And **tick off completed tasks**
- **Celebrate** your achievements and progress each day!

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