



**Southbank**  
Institute of Technology

Education for aspiring minds

# Managing your Studies

Time Management



# Managing Your Studies

## Time Management

You have control and choice over how you manage and spend your time.



## Time Management

The majority of people forget that they have control over how they manage their time, often-stating things like 'Where has the time gone?' or 'There's not enough time in the day'. But the fact of the matter is that you do have control and choice over how you manage and spend your time.

This handout will give you the opportunity to assess where your time goes and to make some decisions about changes you would like to make to use your time more effectively.

There is no one right way to manage your time; however, it is important to get to know yourself so you can make good decisions about how to use your time. We all have 168 hours in a week to use as we wish. Some people just make better use of this time.

## Time Management Quiz

	Yes	No
Do you estimate how many hours you will need to study each week?		
Do you meet assignment deadlines?		
Do you begin working on semester long projects early in the semester?		
Do you write a daily 'to do' list?		
Do you prevent social activities from interfering with your study time?		
Do you have a job that requires fewer than 10 hours a week?		
Do you set specific goals for each study period?		
Do you begin your study time with your most difficult assignment?		
Do you complete most of your study during your most productive hours each day?		
Do you think of being a full-time student as you would a full-time job?		
<b>Total</b>		

For each YES, give yourself one point and for each NO you get **no points**.

Add up your points.

If you have a high total score (10 being the maximum possible), this indicates that you are using effective time management techniques.

**If your total score is low, it may be helpful to learn some techniques for using your study time more effectively.**

Now that you may have figured out that you are not managing your time as effectively as you could. Let's find out where all the time is going?

**On a separate piece of paper make a list of the TOP FIVE ways you waste your time.**

# Managing Your Studies

## WHERE DOES TIME GO?

Activities	Number of Hours per Day	Number of Days per Week	Number of Hours per Week
On the average, how many hours do you sleep in each 24-hour period, including those afternoon naps?			
On the average, how many hours a day do you engage in grooming activities? (E.g. showers, getting dressed, etc).			
On the average, how many hours a day do you spend on meals, including preparation and cleaning up time?			
How much time do you spend commuting to and from Southbank Institute of Technology and how many times do you do this a week? Include the amount of time it takes to park and walk from your car or the bus/train stop to class.			
On the average, how many hours a week do you spend doing errands? (e.g. grocery shopping, banking, etc).			
On the average, how many hours do you spend each week doing extra-curricular activities (e.g. Gym, sports, hobbies, church, etc).			
On the average, how many hours a week do you work at a job?			
On the average, how many hours per week do you spend with friends, going out, watching TV, going to parties, etc.			

How Many hours do you have left to study? \_\_\_\_Hours

(Note: There are 168 hours in a week. Take your total and subtract it from 168 to find out how many hours remain for studying, since this is not one of the activities included above.)

## WHAT DO I DO NEXT?

### ■ How many hours a week do I need for studying?

It is often recommended that students study at least two hours outside of class for every hour spent in class.

### ■ I don't have enough hours a week to study to ensure I do well at my subjects.

Can you reduce the amount of time spent on other activities? How can you change your schedule to make room for more study?

### ■ I do have enough hours to study, but I don't use them effectively.

The following pages will assist in improving your time management and making your schedule work.

## FOUR STEPS TO IMPROVING YOUR TIME MANAGEMENT

### CREATE A SEMESTER SCHEDULE

- Record known class assignments including quizzes, tests, projects, and so forth (See Appendix 1). This creates a framework for your semester.
- Record extra-curricular activities including work hours, meetings, social commitments and out-of-town weekends.

These activities are important for providing a balance in your life.

*It will be important to update your semester schedule regularly. Due dates change, assignments are added and activities are planned. Keeping an accurate semester schedule facilitates the next step of this process*

### ASSESSING AND PLANNING YOUR WEEKLY SCHEDULE (See Appendix 2)

- **Make a list of what you have to accomplish during the coming week, including class assignments and class attendance.**  
Include all of your Southbank Institute of Technology work that must be done for the week. Everything takes time, whether it's reading a chapter, working problems, or writing an outline for an assignment.
- **Include extra-curricular activities;** work hours, errands, exercise, meals and time with friends on your list of things to do for the week.
- **Estimate how long each task will take (refer to your inventory).**  
It is better to estimate a longer amount of time, if you are unsure about how long something might take.
- **Identify the day on which you will accomplish each task.**  
Making your schedule for the next week is a good activity for Friday afternoons/evenings, before you begin the weekend. If you have a very full week ahead, maybe completing some of the tasks on the weekend is a good idea.

### ADJUST YOUR PLAN EACH DAY

- **Write out a daily schedule at the beginning of each day. Include uncompleted tasks as well as new tasks.**  
This should only take a few minutes. Cross off items once they are completed. This last step provides a sense of accomplishment.
- **As you write out your daily schedule, assess your priorities.**  
You can use the A, B, C system. A Tasks must be done that day and C Tasks are optional. B Tasks are important but not as important as A Tasks. Try to accomplish all your A tasks before moving on to the B tasks and finally the C tasks. This can reduce your stress level.

### EVALUATE YOUR SCHEDULE

- **Evaluate your schedule in the morning.**  
Ask yourself whether the schedule for the day is realistic. If it's not, remove some of the B and C priority items from your schedule so the schedule is manageable.
- **Evaluate your schedule in the evening.**  
Did you accomplish everything on your list? If not, why not? Was the schedule unrealistic or was your time management ineffective? What adjustments can you make in the future to make your schedule work better for you?

# Managing Your Studies

## Making Your Schedule Work



### MAKING YOUR SCHEDULE WORK

#### ■ Identify your best time of the day

Studying at your best time of the day, whether that is morning, afternoon, or early evening, will enable you to complete your assignments in less time. Research studies show that what you can accomplish in 60 minutes when you're less fatigued will take as much as 90 minutes when we are more fatigued.

#### ■ Study difficult or boring subjects first

Study subjects that are more of a challenge to you first when you are less fatigued. Save subjects you like to study for later when you are feeling more tired but need to continue to study to keep up with your work. It will be easier to find motivation to study subjects you find enjoyable when you are tired, than for a subject you are dreading studying.

#### ■ Use the same place to study every time

Studying in the same place each day is like going to class in the same room. You begin to associate a particular activity with a particular location so when you are in that location, you are able to focus on the task at hand more quickly. Studying on your bed or in your bedroom is not advised because you probably associate your bed and bedroom with sleeping, not studying.

#### ■ Use the library

Libraries are good places to study because this is the only activity we do in this environment. If there are reasons you do not choose this location, try to find a location outside of your bedroom that provides a good study environment and is relatively free of distractions.

#### ■ Avoid distractions

Many things can provide a distraction to studying if we are looking for ways to procrastinate. You identified your top five time wasters. For the next few weeks, try to find ways to reduce the frequency with which these distractions are interfering. This might mean that finding another place to study would be helpful.

#### ■ Use waiting time

If you use public transport, there is probably some waiting time involved. This is a great time to study discrete pieces of information such as learning vocabulary or memorising maths formulas. Write this information on note cards and carry them with you so you can study your cards during your waiting time.

### **Need Further Assistance?**

If you continue to experience difficulty in managing your studies and are not obtaining the grades you would like, talk with a Southbank Institute of Technology counsellor about further strategies to improve your study time.

#### **Southbank Institute of Technology Counselling Service**

To make an appointment, contact the following number:

Phone: 3244 5095

**[studentsupport.services@deta.qld.gov.au](mailto:studentsupport.services@deta.qld.gov.au)**

An assessment schedule (Appendix 1) and a weekly planner (Appendix 2) are included at the end of this study sheet.



# Appendix 2 Weekly Planner



**Southbank**  
Institute of Technology  
Education for aspiring minds

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6am-7am							
7am-8am							
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
7pm-8pm							
8pm-9pm							
9pm-10pm							
10pm+							

## **Southbank Institute of Technology**

Student Services  
Level 1  
66 Ernest Street  
Locked Mail Bag 14  
South Brisbane  
Queensland  
Australia 4101  
**Phone** 3244 5095

## **Morningside campus**

Morningside Library  
Level 1, Block F  
120 Clearview Terrace  
Morningside  
Queensland  
Australia 4170  
**Phone** 3244 6456

## **Kangaroo Point campus**

Kangaroo Point Library  
Ground Floor, B Block  
417 Main Street  
Kangaroo Point  
Queensland  
Australia 4169  
**Phone** 3244 6017

**13 72 48**

[southbank@det.qld.gov.au](mailto:southbank@det.qld.gov.au)  
[www.southbank.edu.au](http://www.southbank.edu.au)