

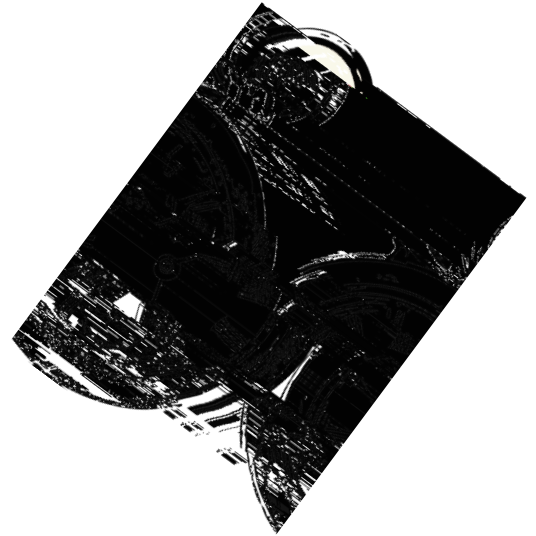


# Managing Your Time

## University life

At university, you will spend most of your time engaged in independent study, in which you will read and conduct research, complete assignments, and revise for any exams you may have. However, there are risks associated with independent study:

- Feeling there is more time available than there is
- Missing lectures and assignment deadlines



## Finding the time

So, how do you find the hours that you need? Some things have to go, but it's also important that you find a balance; there's no point having 'all work and no play'.

A good place to start is to draw up a chart of your activities in a typical week. Once you have made a chart, save it and make new charts whenever you want to re-plan.

				Thurs	Fri	Sat	
Afternoon							
Evening							
Total							

**Tip!** Think about how many hours a week you are planning to study, and how many hours a week of study your course requires

Now that your chart is complete, you need to think about what you will cut back on to make way for your study time. A good way to do this is to work out the following:

**Which of these activities are 'Upkeep Time'?**

### Which of these activities are 'Flexible Time'?

- ▶ You can be flexible with the leftover time and use it for optional activities that you might cut back on to make way for study time

### Planning your time

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