

Manage your time – without ruining your appetites!

Does it sometimes seem as though you're studying hard (well, fairly hard) while everyone else is out having a good time? Or do you have the best of intentions, but find it really difficult to get going with your personal study time? It's so easy to get hung up about not doing enough work, or doing too much and missing out on other things. It can lift a weight from your shoulders if you take a conscious decision to organise your time so that you can study *and* have time for yourself, without feeling guilty about either. You'll find these tips helpful:

- Draw a typical week's timetable on a large sheet of paper (or there's a copy of a blank timetable overleaf that you could use). Show every day, whether or not you have any lectures or classes, and write or draw in the "fixtures" for each week – your Uni timetable, and other regular commitments such as part-time work and regular social events.

Approx times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6.00-8.00am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
8.00-10.00am	9.00-10.00 Lecture			9.00-10.00 Lecture		Paid work	Catching up with sleep
10.00-12.00		11-12.00 Lecture	10-11.00 Seminar		11 - 12.00 Lecture	Paid work	Catching up with sleep
12.00-2.00pm	12-1.00 Seminar					Paid work	Seeing friends
2.00-4.00pm			SPORT	2-3.00 Seminar			
4.00-6.00pm		5-6.00 Seminar	SPORT				
6.00-8.00pm			Paid work				
8.00-10.00pm		Regular evening out	Paid work		Regular evening out	Regular evening out	
10.00-12.00pm			Sleep				

- Once you've marked in the essentials, as you see them, take a good look at where you could commit time – in slots of between 30 minutes and 2 hours (your brain starts to slow down when you've been working for more than 2 hours) – to study. Look particularly for those odd hours which are easily frittered away doing nothing much, and see if you can turn those into study time, so that some clear chunks of time are left for you to relax, keep fit, go shopping, watch TV and so on.

Study timetable

Approx times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6.00- 8.00am							
8.00 -10.00am							
10.00 -12.00							
12.00 -2.00pm							
2.00- 4.00pm							
4.00 -6.00pm							
6.00 -8.00pm							
8.00- 10.00pm							
10.00- 12.00pm							

- Now fill in your timetable with personal study periods. Take account of when you're at your best for studying – for example, can you work early in the morning or late at night? Think, too, about where you will study, and make sure that you know of a place where you can actually get on with your own work, whether it's a study area at University, a library or computer room, or a quiet place where you live. Use colours for free time and any other activities – it's easier to see the pattern.
- Your timetable might look something like the one below, although it could be very different. Be realistic – don't aim for the impossible. But make sure you get a reasonable number of study sessions in at convenient times.

Approx times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6.00-8.00am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
8.00-10.00am	Free time 9.00-10.00 Lecture	Shopping	Free time STUDY	Free time 9.00-10.00 Lecture	Free time STUDY	Paid work	Catching up with sleep
10.00-12.00	STUDY	Free time 11-12.00 Lecture	10-11.00 Seminar	STUDY	11 - 12.00 Lecture	Paid work	Catching up with sleep
12.00-2.00pm	12-1.00 Seminar Lunch	STUDY Lunch	Lunch	Lunch STUDY	STUDY Lunch	Paid work	Seeing friends
2.00-4.00pm	Free time	STUDY	SPORT	2-3.00 Seminar	STUDY	Free time	Seeing friends
4.00-6.00pm	STUDY	Free time 5-6.00 Seminar	SPORT	Free time	Free time	Free time	STUDY
6.00-8.00pm	Evening meal	Evening meal	Paid work	STUDY	Evening meal	Free time	Free time
8.00-10.00pm	STUDY	Regular evening out	Paid work	Evening meal Watch TV	Regular evening out	Regular evening out	Watch TV
10.00-12.00pm	Free time	Free time	Sleep	Free time	Free time	Free time	Free time

- Once you've found a reasonably regular pattern of study that suits you, look for ways of **prioritising** the work that needs to be done. Keep a list of everything you have to do, and everything that's not vital but would be good to do (like background reading, additional research on the internet and so on). **Use your first study session each week to review the list**, and make a note of what needs to be done that week, and anything additional that you'd like to do. **Use a diary to pencil in roughly how your study times will be used.**
- Use every trick you can think of to **persuade –or bribe – yourself to stay committed** to your study times. (You'll probably want to **review your study timetable** every few weeks, to see whether it's working for you.) Regular work throughout the year will mean many fewer all-night, last-minute, nail-biting, self-loathing sessions of finishing that assignment by tomorrow's deadline... Keep chipping away at what needs to be done, and you'll stay on top of your learning and raise your grades.
- Of course, the best thing about organising your time is that when you're **not** studying, you can enjoy yourself without any guilt...

Week Beginning

Reading is for the mind what exercise is for the body

DAILY PLANS

Day	Today's Targets	Today's Progress	Next Steps
Mon			
Tues			
Weds			
Thurs			
Fri			
Sat			
Sun			

Now make plans for next week

THE WEEK AHEAD

Your Weekly Revision Planner

Week Beginning _____

<p>How to use this planner :</p> <ol style="list-style-type: none"> 1. For each day shade out your regular activities – meals, clubs, job, etc 2. Decide on what exam preparation you need to do this week <i>Fill in the Targets box to show this</i> 	<ol style="list-style-type: none"> 3. Allocate sufficient time to achieve your targets 4. Don't forget to leave some time for rest and relaxation
--	---

Targets : What I want to achieve this week						
Subject	Target	Deadline	Subject	Target	Deadline	Subject
	4 – 6pm	5 – 6pm	7 – 8pm	8 – 9pm	9 – 10pm	10 – 11pm
Mon						
Tues						
Wed						
Thurs						
Fri						
	9 – 11am	11am – 1pm	3 – 5pm	5 – 7pm	7 – 9pm	9 – 11pm
Sat						
Sun						