# 4 Step Time Management [Video Transcript]

(food sizzling)

(phone ringtone)

[Jared, on the phone] You alright mate?

(fire alarm beeping)

(upbeat electronic music)

[Trey, to audience] Hi there. Do you struggle to focus? Do you think all of those great Netflix TV shows are so much better than revising or, I don't know, doing actual work?

See Brad has the same problem. Now, what he doesn't realise is that everything he needs to help him is on the University of Northampton's Skills Hub website.

But he's not actually going to go out of his way to read it, like who's going to read that? See, maybe I can help with that.

(record scratching)

[Trey, to Jared] Jared, you've got an assignment due today!

Step one! Set all your deadlines beforehand and have reminders.

Step two! Make sure to put all of your relevant information in the right folders and subsections. Make sure to keep all your notes in a good place and organised.

Also, make sure you have only things you actually need for your course.

So, your year four maths homework?

[Jared] You never know when it might come in useful—

[Trey to Jared] We don't need your fanfic of Twilight.

[Jared] Well it's good to be creative.

[Trey] And…what is this?

[Jared] I like to draw you know, it's like, a little thing on the side.

[Trey] Right. But this, you do need this. So, put it in the relevant folders ready to be used at a later point.

[Jared] What?

[Cut to new scene, Jared sitting on sofa]

[Trey, eating a snack] Hey! Sorry.

[Jared] Are you okay?

[Trey] Step number three! Make sure to take regular breaks. You know, maybe every hour takes about ten minutes. You can work but don't become a zombie. I don't know, maybe eat a Dairylea Dunker. The best snack for all your jacks.

[Cut to new scene, Jared at a computer]

[Trey] Step number four! Don't get distracted. Now when you're doing work, I know there's a lot of hard times where you have to work for at least an hour or more, but maybe if you're going to do work, do some actual work!

So, as you can probably see, Brad started off as a kind of a lazy, unorganised guy. And all he had to do is learn all the lessons and put them to good use.

Obviously as we know, step one, set reminders for any upcoming deadlines so you know what you're dealing with.

We've got step two, organise all your folders to make sure that you have the right things ready at the right times.

Then of course you've got step three, which is to make sure you take regular breaks.

Step four, being one of the most important ones, is don't get distracted. I understand that everyone needs to do work, but everyone does it at their own pace.

Basically, if you follow all these steps, then success is guaranteed.

This video was written and produced by University of Northampton students.