# Time Management Transcript by Nikki Woods [Video Transcript]

Time management is managing your time effectively by prioritising your tasks and using tools to achieve your goals. This video offers tips on time management to support effective and productive studying.

## 1. Managing your Planning.

First be clear of your ‘own individual requirements’ of what you will need to do effective studying. Take a few minutes to jot down a few pointers you consider to be important to ‘**you**’ when planning your time for studying.

## 2. Getting Organised.

Studying at undergraduate or postgraduate requires good organisation skills. Ask yourself, how much time do I have for learning and studying? Spend a few minutes thinking about how much ‘realistic time’ you have to study in the week. Then define your priorities, tasks and goals; it may help to record these in a timetable to see how and where you are using your time.

## 3. When is my Best and Least Productive Time to Study?

Give consideration to ‘**when’** the best time to study is, it may help to jot down when (and where) you are your most productive and least productive: do you work best first thing in the morning and least productive between 1-4pm, or, are you most productive in the evening? Once you are happy with your choices, block out these times in your timetable. Try to plan your learning so you do your most difficult tasks when you are at your most productive and plan to do less demanding jobs, like background reading, when you are less productive.

Having established your ‘when’ times, you next need to decide where is the best place to study? Where do you study best and why? Will you be able to use this place throughout your studies? Do you have a couple of different places where you can study to create a changing environment and encourage thinking?

## 4. How long does it take to do Studying?

At this stage you will have a good idea of when is your best study time; how long it takes to do productive studying will vary for each person. There is no ideal length of time for a study session. You should learn the way you prefer, using your allocated study times as identified earlier. You may like to experiment with different lengths of time for learning to find out over how long a period you can work.

## 5. Managing and Planning Time to Study: Timetables and Timelines.

If you would like to establish a ‘routine’ for your studying, it may help to manage and plan your time to study by using timelines and timetables. This approach will help you to complete your studying on time, it is productive and of good quality. It further helps to secure time for learning and empowers you to be in control of your studying. Moreover, this will help to reduce your stress or worry that can be negative which breeds procrastination. The benefit of having a plan is that you have an overview of how you are spending your time so you can complete your studies and also have quality ‘me time’ and enjoy it without feeling guilty!

These are all suggestions, it really is about you finding the most suitable method and trying it. If you need further help to do this, we look forward to seeing you at CfAP.

Thank you.