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## MANAGING YOUR TIME

Studying effectively at university means managing your time well. Good time management starts with being honest about where your time goes: make sure you don't over fill your schedule and don't under fill it! Finding that 'just right' space takes time, so don't be too hard on yourself if it takes a semester to get your balance.

### Tracking your time

Keep track of your time by using tools like diaries, calendars, timetables. An easy way to scan ahead is in the first week of semester write all your due dates for assignments on the Murdoch Principal Dates wall calendar and place it at eye level above your study area.

### Allocating your time

A three point unit takes approximately 10 hours a week, each week of semester (including the non-teaching weeks) to complete. Uni is all about independent study so you need to allocate time in your week for reading and writing to keep up to date with your units.

### Planning sub-tasks to stay on track

A good way to find the right balance is to break each assignment down into sub-tasks and write in your diary when you will do each task. Have a guess at how long each sub-task will take you and *don't panic* if it takes a little longer, than planned. It is good to take the time to build a solid foundation of understanding in first year. Example of sub-tasks for writing a 2000 word essay:

1. Analyse the essay question,
2. Research the topic and gather articles,
3. Read the articles,
4. Write the first draft,
5. Revise the first draft into a well structured essay,
6. Proofread and check all references have been included.

### Spacing out the sub-tasks

By doing a little bit over a number of weeks on these sub-tasks you will avoid the panic of having to write an essay in a few days! Start early in the semester with the simple sub-task of analysing the essay question. Give yourself enough time to do the reading and integrate new information and ideas into your thinking.

### Drafting your weekly study schedule

When you plan your weekly study schedule make sure that you include all the other activities in your busy schedule: such as the time it takes to travel to uni, commitments to paid work, sport, family, socialising, clubs etc It is important to be realistic about where your time goes in order to stay in control of it. Review and adjust your weekly study schedule regularly as your priorities change. Finally, make sure you have enough rest and sleep. A tired mind makes studying much harder!