

Time Management Tips

It is important to start managing your time effectively as soon as semester begins! Get a head start with these tips to make managing your time easier and to ensure that you stay on track throughout the semester.

1. When planning your day, **prioritise your tasks**.
2. **Don't put off small tasks**. Completing them straight away can encourage you to begin tackling larger tasks.
3. **Try 'chunking' a long or difficult task into sections**. This can help you to approach a large task as a series of smaller, do-able parts.
4. **Don't write a whole assignment in one sitting**. Break into parts and then write it section by section.
5. If you have **writer's block**, just write something – anything- down. You can always change whatever you write later, but making a start is important.
6. **Work out your optimum study conditions**. Identifying when, and under what circumstances you work best can make you a more efficient and effective student.
 - Do you prefer to work early in the morning or late at night?
 - Do you prefer working on just one assignment, or on several at the same time?
 - Do you need total silence to concentrate, or do you find a background buzz more helpful when you study?
 - Be honest with yourself, don't plan to wake early and study at 5am if you're not a morning person and don't plan to study after dinner if you always fall asleep by 8:30pm.

Remember that it's your study and the **time you spend on it is up to you**. If you find yourself losing direction or motivation, sit back and think of why you are doing your course. Remembering your goals can put everything into perspective.

To book an appointment phone Student Support (07) 32445095 or email StudentSupport.Services@tafe.qld.edu.au

Adapted from: <http://student.unsw.edu.au/support-time-management>

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