



### **Time Management**

Are you in control of your time?

Here are 5 ways to manage your time.

#### **1. Find a space to study that works for you.**

#### **2. Plan ahead.**

Ask yourself:

- What do I have to do?
- When does it need to be done by?
- How can I schedule it in?

Create a schedule, use an organisational tool that works for you.

Make sure your plan helps you to achieve your long-term study goals.

Keep focused by setting short-term achievable goals to enhance your personal and academic development.

#### **3. Remember to prioritise.**

Make a decision using the '4Ds'. Should you:

1. Do it?
2. Drop it?
3. Delay it?
4. Delegate it?

#### **4. Deal with distractions.**

Distractions you can control may include: your phone, social media and television.

Other commitments will require careful planning and may include: friends, family and work.

#### **5. Review and reflect on your schedule on a weekly basis.**

No one is perfect, so remember to:

1. Plan
2. Do
3. Review your plans

**To summarise, managing your time involves:**

Finding a place to study.

- Planning ahead
- Prioritising
- Dealing with distraction.
- Reviewing and reflecting on your plans!

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