



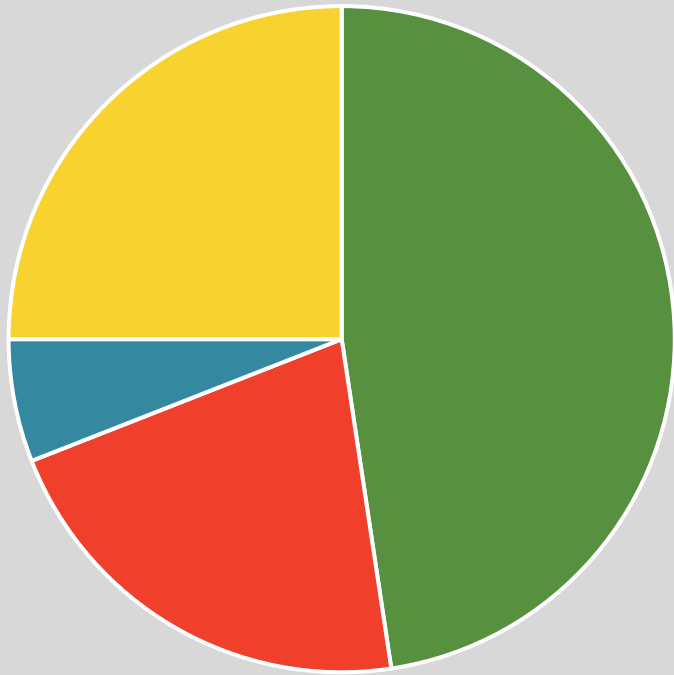
STUDY SKILLS 1

Time Management & Prioritisation

Time Management

There are 168 hours in a week – how do you use yours?

Hours per week



■ Sleep ■ College ■ Travel ■ Downtime

Discuss with a partner:

- How many hours do you sleep each night?
- How long is your travel time?
- How many hours of college do you have?
- How much downtime do you have?

Time Management

Try to aim for at least:

- 8 hours per night for sleep (56)
- 2 hours per weekday for homework/coursework (10)
- 4 hours per weekend for homework/coursework (4)
- 7 hours per week for exercise

With 20 hours of lessons per week, this still leaves 71 hours for travel, meal times, watching TV, reading, listening to music, socialising etc.

Time Management

Discuss:

Do you use a diary/calendar?

Why? Why not?

Do you set uninterrupted time aside for College work?

Do you use your study periods effectively?

Your week:

Consider using this study timetable to organise your week but ensure you factor in downtime as well as study time.

Document on Moodle

STUDY TIMETABLE

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|---------|-----------|----------|--------|
| 4pm | | | | | |
| 5pm | | | | | |
| 6pm | | | | | |
| 7pm | | | | | |
| 8pm | | | | | |
| 9pm | | | | | |
| 10pm | | | | | |
| 11pm | | | | | |
| 12am | | | | | |

| | Saturday | Sunday |
|------|----------|--------|
| 6am | | |
| 7am | | |
| 8am | | |
| 9am | | |
| 10am | | |
| 11am | | |
| 12pm | | |
| 1pm | | |
| 2pm | | |
| 3pm | | |
| 4pm | | |
| 5pm | | |
| 6pm | | |
| 7pm | | |
| 8pm | | |
| 9pm | | |
| 10pm | | |
| 11pm | | |
| 12am | | |

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Prioritisation

"Eat a live frog first thing every morning and nothing worse will happen to you the rest of the day."

– Mark Twain

Mark Twain suggests that you should begin your morning by doing the task you are most dreading from your to-do list – we can apply this to our studies: first try to tackle the pieces of work which are the most challenging or will take up the most time – everything else will then seem easier and quicker!

What do you think this means? Discuss with a partner

Prioritisation

- Complete tasks in order of when they are due, no matter how much you might be dreading or avoiding a particular piece of work
- Think about your body clock – prioritise the trickiest topics for the times of the day when you tend to be most alert. If you always have an energy slump at a particular time of day – leave the easier or less intense topics for that time of day or schedule in downtime
- Don't work against your body, e.g. don't try and force yourself to get out of bed at 8am on Saturday to work if you know you will be much more productive getting up at 10am