Use your email calendar

The calendar on your email account is a good way to manage your time and your workload. You can schedule in the tasks that you need to work on each day as well as the deadlines you need to meet. You can also colour code and categorise your tasks in order of priority or different modules. You should check your university calendar every day.

Make To-Do Lists

Creating to-do lists are a good way to manage your workload. To-do lists can be written on paper or you can use the note function on your mobile phone or tablet device.
- Start by writing a list for all the tasks you have to do by the end of the week. Include personal and academic tasks.
- Then use that list to write a list for each day.
- Try to put the tasks in order of what you think you may be able to get done first and then tick the tasks off when you have completed them.
- If you don’t complete a task, move it to your list for the next day.
- If you notice you are avoiding a task each day, break it down into smaller tasks or try to get it done first in that day.
Learning Development

Use a Term Planning Grid

You will find that you have a number of modules that you are studying at one time and it can sometimes be a struggle to keep up with the work that you need to do for each module and the deadlines for different assignments.

Using a term planning grid can help you to see the term as a whole, and help to manage your modules and time more effectively.

An example is below:

<table>
<thead>
<tr>
<th>Term Plan</th>
<th>Wk 3</th>
<th>Wk 4</th>
<th>Wk 5</th>
<th>Wk 6</th>
<th>Wk 7</th>
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<th>Wk 10</th>
<th>Vac 1</th>
<th>Vac 2</th>
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<th>Vac 4</th>
<th>Wk 11</th>
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<tbody>
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<td>Deadline</td>
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</tbody>
</table>

Avoid Distractions

It’s important that you know what types of things distract you and that you try to minimise this as much as possible. Whilst everyone procrastinates, this is not to say that we cannot develop strategies that limit the control procrastination has on us, and in fact use it to our advantage.

One way of minimising distractions is to use these distractions as a reward for working hard. For example, if you spend two hours working on an assignment you could reward yourself with ten minutes of social media, chatting to friends, playing a video game or whatever else you enjoy.