

TIME MANAGEMENT

Do you want to:

- 1) Focus on study for your exams or assignments;
- 2) Reduce your stress
- 3) Get the most out of study time?

Take Control now with Time-Management



TIME MANAGEMENT

The Oxford dictionary defines time management as

“the ability to use one's time effectively, especially at work.”

Time management relates to keeping track of what you must do and how much time you must do it in.



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1) Identify what can lead to time wasting:

- Interruptions from family or friends;
- Unrealistic expectations;
- Frequent and/or long breaks;
- Cluttered workspace;
- Disorganised notes;
- TV e.g. watching entire series;
- Procrastination;
- Social media alerts;
- Not sticking to your plan.



2. TAKE RESPONSIBILITY

You can't control time, but
you can control how well
you use it.



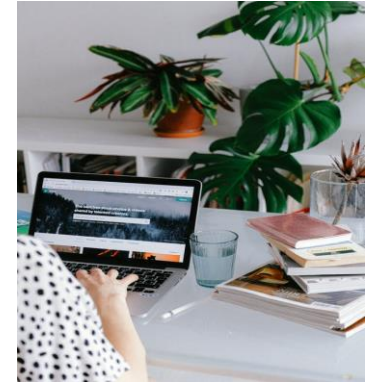
3. PLAN

- Identify tasks and list what you need to do for each;
- Start with something you can do, try to get bigger tasks complete 1st if you can;
- Assign a check in time with a study group or friend to support you to stick to your plan;
- If you feel distracted choose something you can do easily;
- Keep it tidy, so you can easily access it later;
- Learn to say “no” and ask for support;
- Try not to talk too much and get started;
- Start Now!



Open Book Exams

- Like any exam – remember it is time limited so practice managing time to answer sample questions;
- Check what you are allowed to bring to the exam;
- Keep organised notes, make sure you understand them;
- Highlight books with bookmarks and post it notes for key information;
- Online Books – become familiar with how to highlight options and bookmarks;
- Have your lists of sources to hand – check with your department regarding correct referencing.
- Have a drink and light snack to hand;
- Let your family/flatmates know you are in an exam.





Good Luck and Best Wishes for the Exams from the Counselling Service

Callback Facility:

<https://www.maynoothuniversity.ie/node/394198/>

