Managing Your Time More Effectively

**Time Management Tips**

- Write everything in your student diary & take it everywhere.
- Keep a time planner so you can easily see what you need to do.
- Write all deadlines in your diary on the right date! Also, write the assessment deadline in your diary, on the date you must begin working towards the deadline as an early reminder.
- Remember to regularly check your diary for any upcoming deadlines!

**Organise YOUR space...**

To work effectively, you will need a writing surface where you can spread out your papers, books and files with a light so you can read without straining your eyes and of course a space for your computer or laptop.

**Organise Your Paperwork**

- Work on A4 punched paper rather than notepads and small books, this will make it easier to file your notes.
- Label every piece of paper - file it.
- Keep the content page at the front of your file up to date - this will save you lots of time when you are looking for notes.
- Use a light file or plastic envelope to carry around your papers and notes needed in the day and file them every night so they don’t pile up.

For further guidance on managing your time more effectively or for some study support sessions: Please drop into the Study Centre on the 2nd Floor next to the LRC.
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Start Planning...

- Plan ahead by creating a schedule that includes all your commitments relating to study, work, and personal life for the next few months.
- Work out how much study time you need to put aside and review this regularly throughout the year.
- Do the most difficult work when your concentration is strongest.
- Take regular breaks, try to take 10 minutes every hour.
- Be flexible - reflect on whether your study pattern is successful. For example, if you are getting less done in the evenings than you hoped, try something different, perhaps by studying in the early morning.
- Set yourself achievable goals - if you are too ambitious you are not likely to succeed and this will be demotivating.
- Prioritise, ask you tutor for help if you find this difficult.

Organise & Back-up Your Electronic Files

- Ensure that you save your work to your personal X:/drive.
- Use ‘Fileway’ to access your college files off-site and via the Guest wireless: https://studentwork.bexhillcollege.ac.uk - do not rely solely on your USB pen - USB drives are not reliable and are easily damaged or mislaid.
- Save and back up your work regularly - try to get in the habit of saving every 10 minutes - don't leave it to the end of the session.
- Use a different folder for each subject, unit or module of your course.

Stop Procrastinating! Sometimes you just have to bite the bullet and start working! Once you do get going, you’ll wish you’d started it earlier.

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