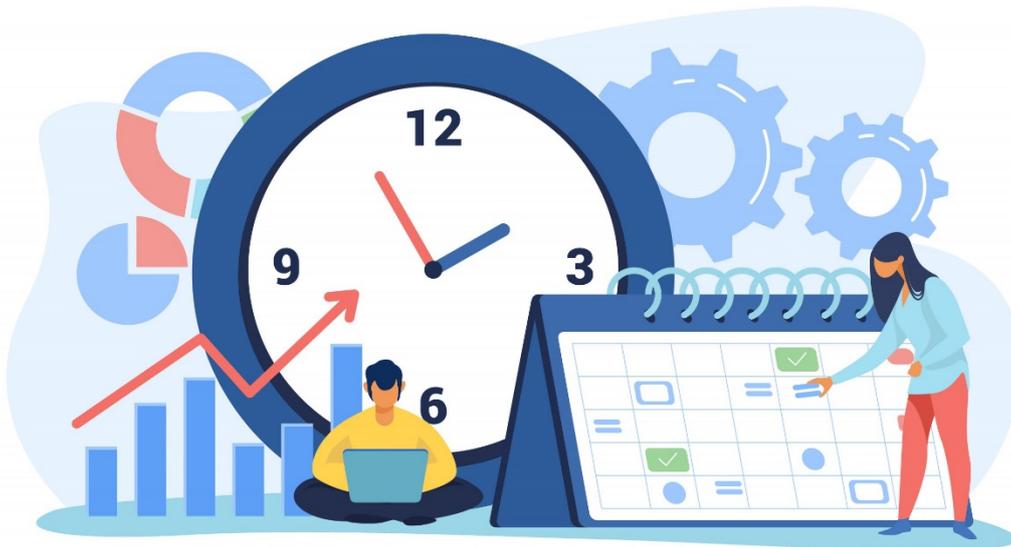


Effective Time Management

Good time management is more than planning your study and prioritising tasks. It is also about self-awareness.



It is important to develop a deeper understanding of how you use your time well, how you waste your time and how you learn best. This awareness will help you develop study skills that enhance the efficiency and effectiveness of the time you spend studying.

Time is one of the most valuable resources you have. As a student you have committed to a full study load, however, only part of your week and year will be formally timetabled. It is a challenge for most students to balance study, work, sport, family and social life. Establishing goals and priorities is essential so that you achieve what is most important to you. Be specific in your time planning and make sure that you are putting your focus on the essential activities that are really going to achieve your goals.

Make time for success and establish your priorities

- 🕒 What's most important to you?
- 🕒 How relevant are these things to your life/future?
- 🕒 What areas will you sacrifice when other (more important) areas require more time?

Time management skills

At LET Training, we recommend that you schedule 15 to 20 hours per week and completing minimum one unit per month, that way, you should be able to complete the course within the enrolment term.

Effective time management skills include:

- **Setting SMART goals** - make sure the goals you set for yourself are Specific, Measurable, Attainable, Relevant, and Time-bound.
- **Effective planning** - make sure you have clear objectives, as well as defined tasks and resources in order to make a clear plan that will lead you to your goals.
- **Stress management** - make sure you manage your stress with stress relieving strategies and tactics, in order to feel more relaxed while doing your study.
- **Proper task delegation** - delegating tasks (assessment activities) helps you ease the study load and communicate with others.
- **Avoiding distractions** - distractions take away from the time you should be studying (or even relaxing), so you should learn how to avoid them.
- **Single-tasking** - focusing on one task (or activity) at a time helps you deliver quality end results much better than when you multitask.
- **Saying "No"** - this little two-letter word will help you save more time for your own priorities.
- **Setting priorities** - Investing time into the right tasks will ask for less effort, but bring better results. This is also known as the 20/80 rule, or the Pareto principle.
- **Beating procrastination** - Identify the causes of your procrastination and tackle them.

In order to improve your time management efforts, you'll need to practice these skills.

