

# Managing your time

## LIBRARY SERVICES

CHARITY NUMBER: SC036198

© 2016 CITY OF GLASGOW COLLEGE

<http://library.cityofglasgowcollege.ac.uk>

Updated June 2016





**Do you have a problem with managing your time? Which of the following apply to you?**

1. I'm on top of my studies and know what assignments and exams are coming up.  
YES  NO
2. I usually complete my course work within the time set and hand it in on time.  
YES  NO
3. Time management? Planning my studies? Don't have the time, mate!  
YES  NO
4. I've started revising for my end-of-year exams and know what I need to cover.  
YES  NO
5. College life is too busy and I can't get a handle on my studies.  
YES  NO
6. If a lecturer throws me an extra report today to complete within a fortnight, I could fit it in – just!  
YES  NO
7. I can manage by college classes, course work, part-time job, and still squeeze in a bit of socialising/sport/family life.  
YES  NO
8. Stop the world, I want to get off! I don't know whether I'm coming or going...  
YES  NO

**If you answered YES to nos. 3, 5 and 8,  
then read on for some “timely” advice...**





## ***So what do we mean by “time management”?***

- It's using your time “effectively” and getting a workable balance between all your commitments: college, social, personal, work....
- As a student at the College, this means getting your course work in on time, planning your revision schedule and feeling ready for your exams – with the minimum of stress.

## ***Why should you care?***

- **Because college life is busy!** If you manage your time you put yourself in control. It takes the stress out of managing your studies, social/family life and working.
- Because if you don't manage your time, you miss deadlines, lose marks you can't afford, can't organise your time in an exam, and can't stay on top of your workload.

## ***Is this relevant beyond college?***

- Absolutely. If you go on to **University**, your study time is more self-directed. As your time is your responsibility, you can't afford not to manage it.
- The same applies to **work**. If you can't manage your workload, you could lose out on promotions, pay rises, contracts, as well as a good reference from your employer.

## ***So how can you manage your time more effectively? Simple: get into some good habits...***

- Firstly, you need to **work out where your time is going. Then sort out your priorities.**
- Have a look at this time planner to work out where your time goes at the minute: <http://www.studygs.net/schedule>
- Once you have an idea about where all your time goes, (being honest about distractions!) you can plan your time better.

- Work out a **timetable**, as well as a “**To Do**” list and keep them both up to date.
- Set yourself **workable deadlines and stick to them**.
- **Don't put things off**, especially the problematic ones! It gives you a good psychological boost to crack something you have found tricky.
- **If you need help** with a subject, your studies generally, or have a personal problem – **ask!** The sooner, the better: problems left will not go away or solve themselves.
- **Make time for your social life** – within reason. Time to relax and exercise is important in providing a balance to your studies, as well as a way of letting off steam.



### Books available from the Library

- Tracy, B. (2013). *Eat that frog! 21 ways to stop procrastinating and get more done in less time*. London: Hodder & Stoughton. **Location: 650.11 TRA (City Campus Library, level 5)**

### Ebooks available from the Library (search for these titles in the library catalogue to access them)

- Forsyth, P. (2013). *Successful time management*. London: Kogan Page.
- Zeller, D. (2009). *Successful time management for dummies*. Hoboken: Wiley.

### And a link worth a click...

#### *LearnHigher – Time management*

This is a very accessible site with a lot of good advice. Its coverage of time management includes “The 5 step plan” to get on top of your time, plus how to deal with distractions.

<http://www.learnhigher.ac.uk/learning-at-university/time-management/>

(Sites accessed 29 June 2016)

