



Time Management

Are you in control of your time?

Here are 5 ways to manage your time.

1. Find a space to study that works for you.

2. Plan ahead.

Ask yourself:

- What do I have to do?
- When does it need to be done by?
- How can I schedule it in?

Create a schedule, use an organisational tool that works for you.

Make sure your plan helps you to achieve your long-term study goals.

Keep focused by setting short-term achievable goals to enhance your personal and academic development.

3. Remember to prioritise.

Make a decision using the '4Ds'. Should you:

1. Do it?
2. Drop it?
3. Delay it?
4. Delegate it?

4. Deal with distractions.

Distractions you can control may include: your phone, social media and television.

Other commitments will require careful planning and may include: friends, family and work.

5. Review and reflect on your schedule on a weekly basis.

No one is perfect, so remember to:

1. Plan
2. Do
3. Review your plans

To summarise, managing your time involves:

Finding a place to study.

- Planning ahead
- Prioritising
- Dealing with distraction.
- Reviewing and reflecting on your plans!

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