

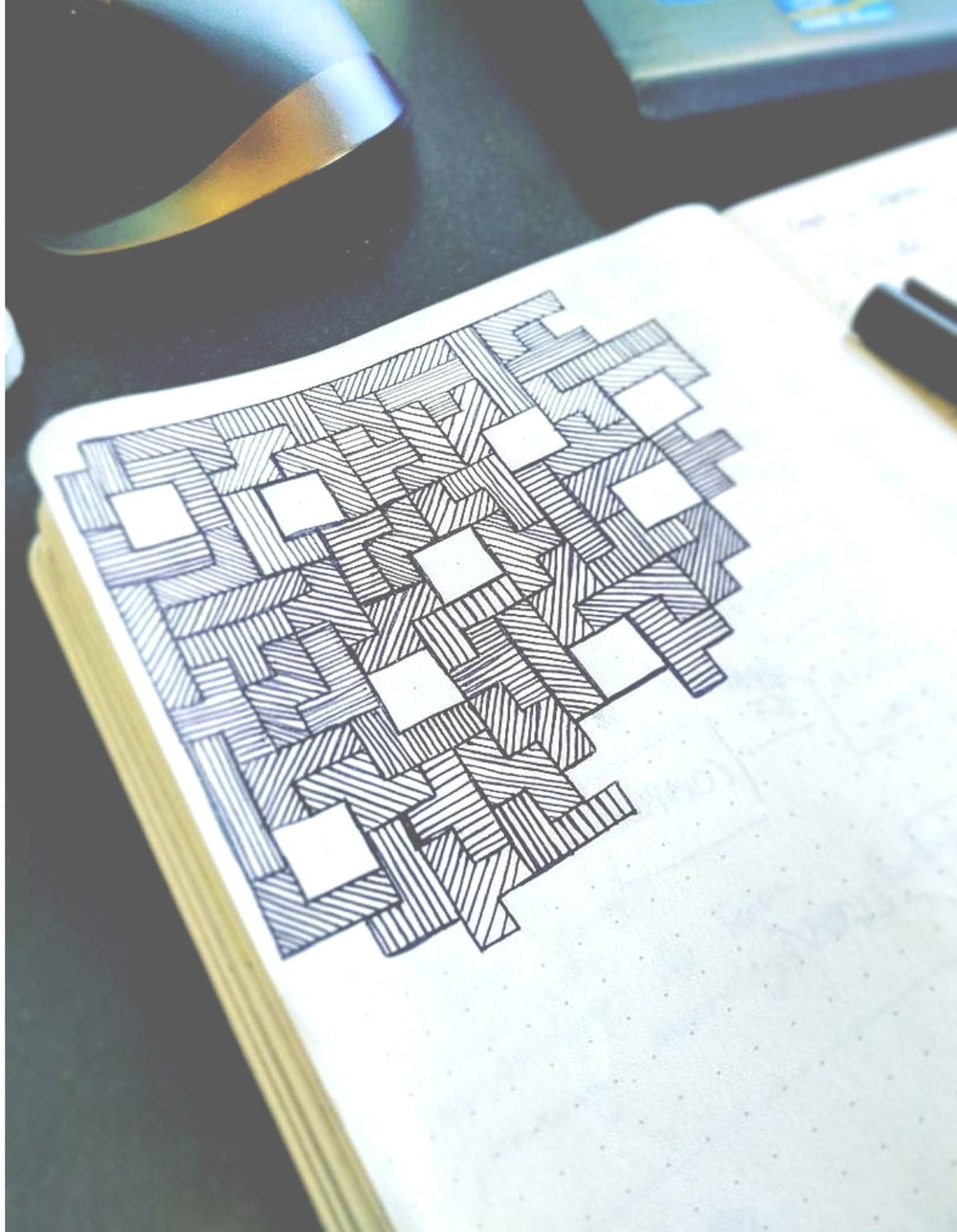
# TIME MANAGEMENT STRATEGIES

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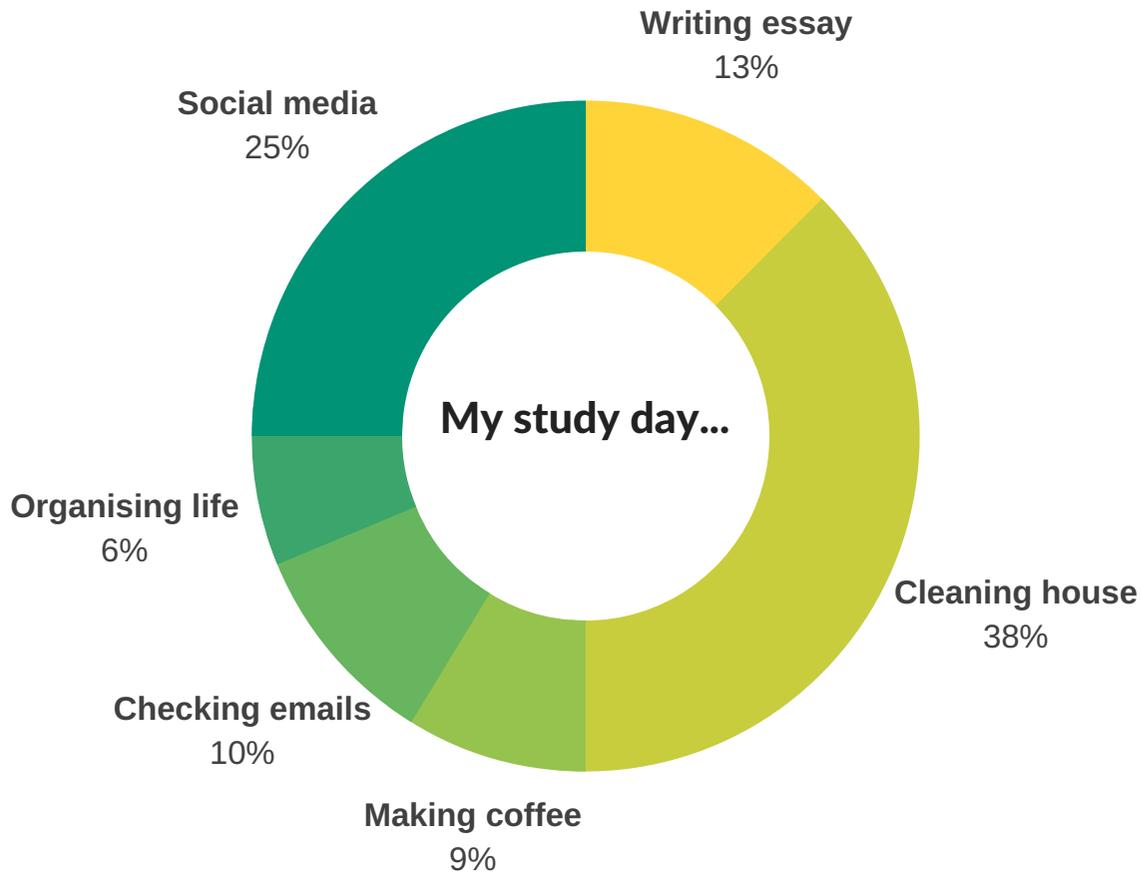


"I don't get it... I feel that I *should* be able to manage my time; I'm not a kid any more. But somehow my days, weeks... seem to be spent doing the things that don't actually matter very much, and I never get around to the things that are really important - like getting my proposal written."

Perret, N. (2013)



# "WHAT WE MEAN BY PROCRASTINATION IS...



Making a decision for no valid reason to delay or not complete a task or goal you've committed to, and instead doing something of lesser importance, despite there being negative consequences to not following through on the original task or goal."

Centre for clinical interventions  
(2016)



Why is time  
management so  
important?

## ONE

Good time management will help you study more effectively.



## TWO

It could prevent overwhelm if things get hectic.



## THREE

It can help keep you motivated if you are struggling to get started.





## TIME MANAGEMENT TIP #1

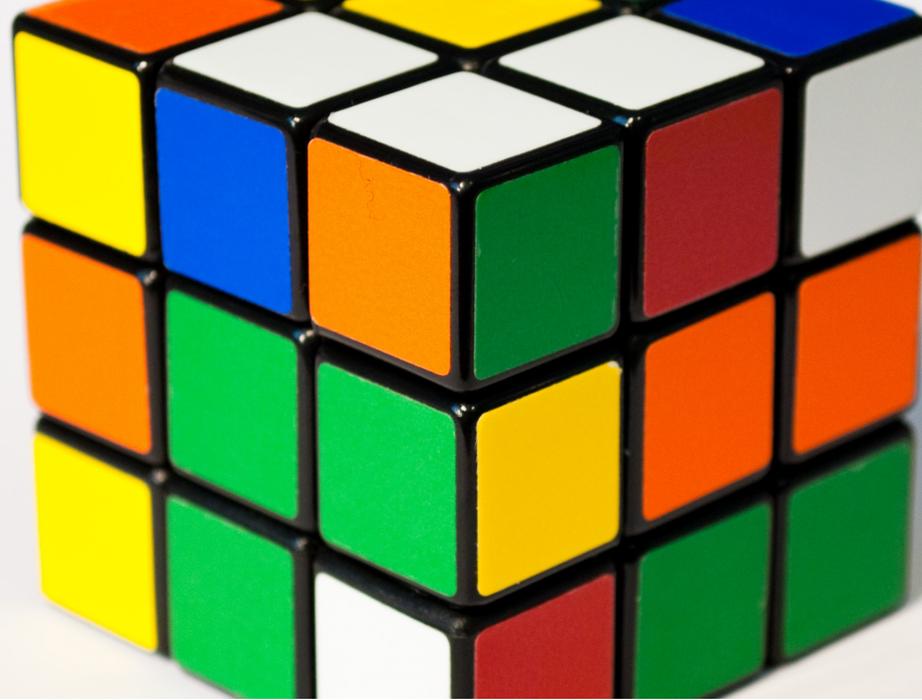
“Tell your friends and family what you are working on and why. This way your [study] is positioned as Important Work, not an indulgence or excuse for not attending social engagements.”

The Thesis Whisperer (2013)



## TIME MANAGEMENT TIP #2

Write in short bursts, and give yourself permission to make mistakes! It's much easier to get started on something if you only have a little bit to write, so make sure you have 'chunked' your essay into short, manageable sections. Writing 400 - 500 words per day is often more achievable than spending a full day studying each week, so experiment and see what works best for you.



## TIME MANAGEMENT TIP #3

Make sure to schedule breaks into your plan - your brain needs time to rest and process! Ideally, aim to do something completely different for the duration of your break. Go outside for a walk or run, phone or meet a friend for a chat, spend time with family, or do something that requires a totally different type of concentration (e.g. playing an instrument). This will help you to feel properly rested and refreshed when you return to your study.



## TIME MANAGEMENT TIP #4

“Some tasks, like reading, are easily portable and fit well into odd chunks of time like commuting; some are not and require quiet spaces or special equipment. Understand the difference between **low focus** and **high focus** activities and make sure you have some of each on your ‘to do’ list. You may not be in the right frame of mind to do data analysis or write after a hard day of work, so have a TBR (to be read) pile handy or tidy up your reference data base.” - The Thesis Whisperer (2013)



**Remember - your work is important!**

Prioritise study over email, social media and unnecessary/ non-urgent requests - say "no" to guilt trips!



## Final tips

### PLAN

Use a structured planner to help you organise your ideas and work to deadlines.

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### PRIORITISE

Identify which tasks need starting right away, and which can wait. Try to make an early start on anything that is likely to take a long time, or that is essential to the rest of your assignment.

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### PLAY

Some people find that injecting an element of playfulness into their approach works wonders. The Pomodoro technique encourages you to work with time rather than struggling against it - more details are available [here](#).



**THE END**

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