

Time Management Tips for Postgraduate Students

Does it sometime feel like there's never enough time in the day to fit everything in? Here are some tips for taking control of your time:

1. Plan a "To Do" List For The Next Day Every Day.

Arrange things that are most important at the top of your list and do them first. If it's easier, use a planner to trace all of your activities. And don't forget to reward yourself for your achievements.

2. Use waiting time/travelling time effectively

Try reading, diary planning on journeys

3. It's Okay to Say "No."

Realise that it's okay to say no to unreasonable requests. Keep your short- and long-term priorities in mind.

4. Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain is more active in the morning, don't wait to do work until late at night.

5. Get a Good Night's Sleep.

Feeling tired makes the day seem longer and your tasks seem more difficult.

6. Communicate Your Schedule to Others.

To avoid distractions, tell those you live with, family etc. your timetable.

7. Be a Taskmaster.

Discover how much free time you have each week. Allocate time and plan your activities accordingly.

8. Don't Waste Time Agonising.

Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonising and procrastinating, just do it.

9. Keep Things in Perspective.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Consider these tips, but personalise your habits so that they suit you. If you set priorities that fit your lifestyle, you'll have a better chance of achieving your goals.