

Time Management Tips

Here are some tips to take control of your time:

- Concentrate on being effective, not on being busy.
- Try the 'Pomodoro Technique': work in intense 25 minute bursts, followed by a five minute break. See LDS for help with this.
- Control interruptions/distractions.
- Don't do the work of others.
- Delegate effectively.
- Consolidate your time.
- Plan in 'bite sized' chunks.
- Try using a study timetable.
- Be decisive.
- Avoid procrastination: do it now.
- Give realistic promises.
- Learn to say 'No'.
- Avoid perfectionism.
- Use marginal time wisely.
- Prioritise: decide what task needs the most attention.
- Look at your aims/responsibilities and identify your key goals; set objectives for each goal.
- Get enough sleep and take care of your body to keep you healthy and energised.

