

PAD/Study Skills

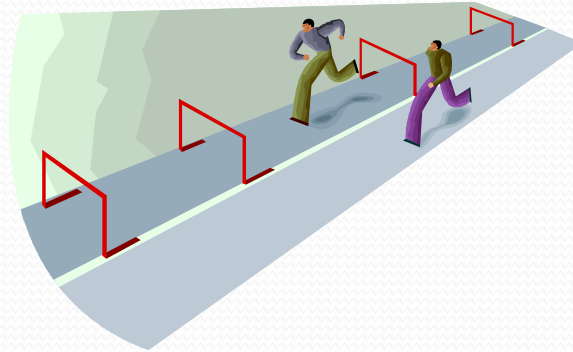
Strategies for Effective Time Management



Time Management



What can we do?



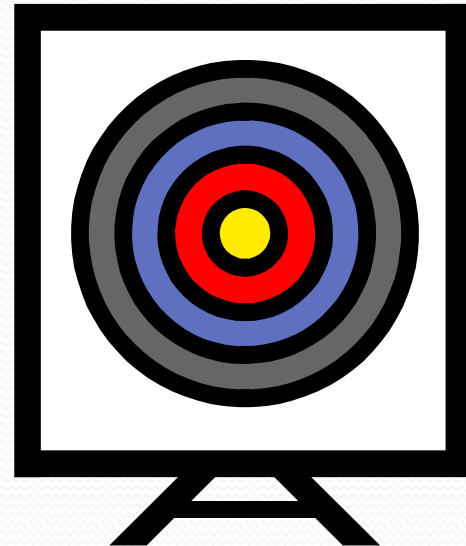
Recognize that obstacles exist

Identify them

Employ strategies to overcome

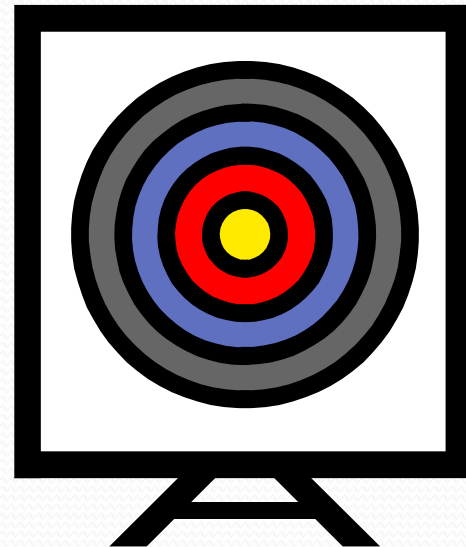
Set SMART goals

- Specific
- Measurable



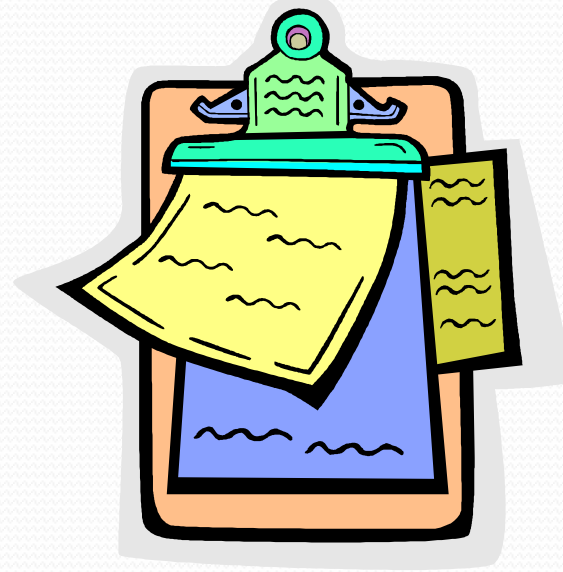
Set SMART goals

- Achievable
- Realistic
- Time-based

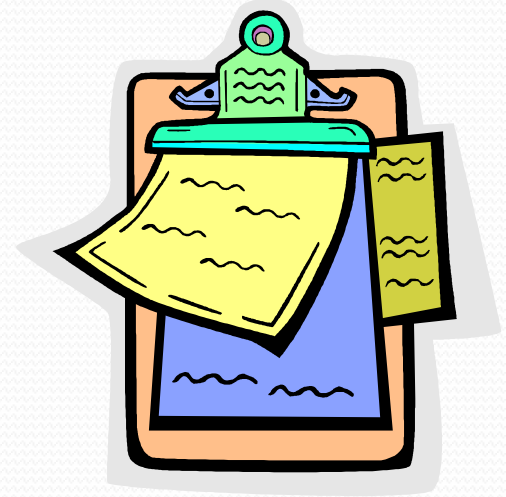


Prioritize

- Do
- Delegate
- Delay
- Delete

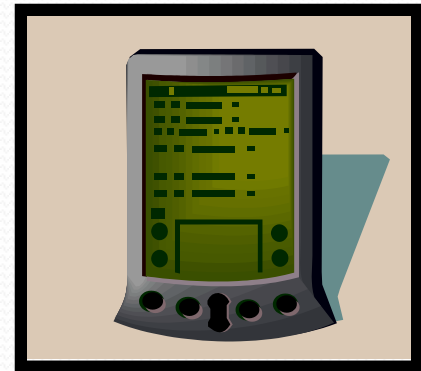
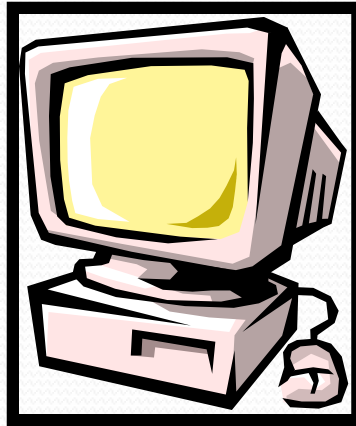
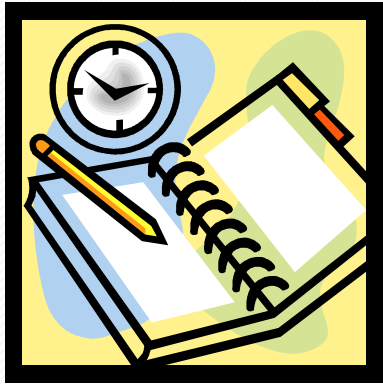


Prioritize



1. Address the urgent
2. Accomplish what you can early
3. Attach deadlines to things you delay

Organize



Learn when to say “NO”

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



Use your waiting time

- On public transportation
- At the doctor's
- Waiting for your plane
- When you are early

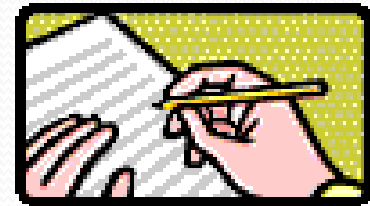


Use your waiting time

Correspondence



Letters or memos



Books or tapes



Concentrate on the task at hand

- Focus on your goal
- Tune out interruptions



Consider your personal prime time

- Morning?
- Evening?
- Late night?



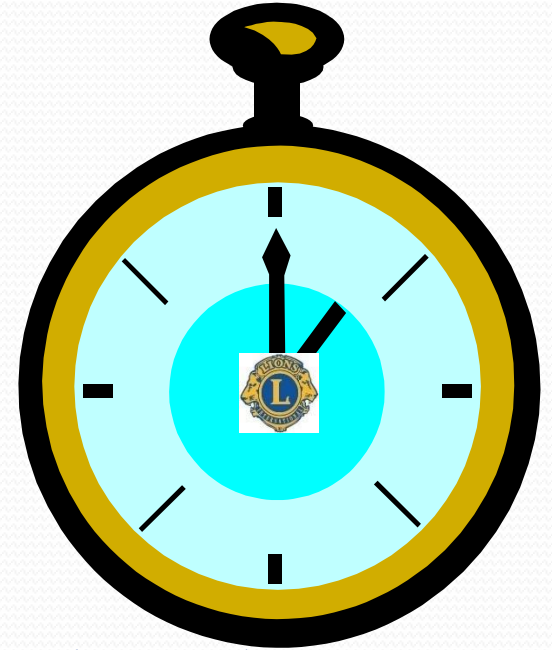
Keys to Success

- Be clear about what you need to achieve and the timeframe for completion.
- Understand the demands of the task.
- Prioritise tasks according to their importance.
- Recognise the conditions you need to make the most of your time.
- Understand other factors that impact on the process e.g. distractions or barriers to effective study.

(Craig, 2009)

Review

- Set goals
- Prioritize
- Organize
- Learn when to say “NO”
- Use your waiting time
- Concentrate on the task at hand
- Consider your personal prime time
- Celebrate success



The Big Rocks of Life



<https://www.youtube.com/watch?v=fmVogXpXwDU>

Planning Academic Work

- Use the Work Plan document to plan for at least one of your module assessments. This will provide evidence for Section 3 of your PAD/Study Skills Portfolio.
- You can make use of this for other assignments on an ongoing basis if you find it helpful in managing your time and prioritising your work goals.
- Other examples of planning and prioritising sheets are available in the time management section on Moodle.

Time Management Issues

- See pages 135 to 149 of Moore et al, (2010) for further self assessment questionnaires and tips for tackling time management issues such as Planning, Procrastination and Perfectionism.
- Moore, S., Neville, C., Murphy, M. and Connolly, C. (2010) The Ultimate Study Skills Handbook. Maidenhead: McGraw-Hill

Further Reading

- Cowen, M. Maier, P & Price, G. (2009) *Study Skills for Nursing and Healthcare Students*, Harlow: Pearson Education (Chapter 3)
- Cottrell, S(2008) *The Study Skills Handbook*, 3rd Ed, Basingstoke: Palgrave Macmillan.(Chapter 4)
- Craig, C (2009) *Study Skills for Health and Social Care Students*, London: Sage (Chapter 6) also see web site <http://www.skills4health.co.uk/welcome.html>

Further Reading

- Moore, S., Neville, C., Murphy, M. and Connolly, C. (2010) *The Ultimate Study Skills Handbook*. Maidenhead: McGraw-Hill
- Palgrave Macmillan (2011) *Skills4Study* [Online]
Available at
<http://www.palgrave.com/skills4study/index.asp>
- Price, G. & Maier, P. (2007) *Effective Study Skills: Unlock Your Potential*, Harlow: Pearson Education (Chapter 1.2)