

BA BUSINESS MANAGEMENT

Assignment 1

Module: Academic skills
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Time Management as a Student



INTRODUCTION:

This report will focus on time management using the book “The Study Skills Handbook”.

Managing time is a significant skill that one needs to have, this skill is very important as it helps you get more things done in a shorter amount of time and helps you feel more in control of your life. (Moore, 2010)

Time management = Study success (Cottrell, 2019).

The modern concept of time management - the act of planning the amount of time you spend on certain activities (Study.com, 2022).

Cottrell provides strategies that will help you organise your time better and help you decide how you want to use it in order to save that time for other things you might want to do. On the other hand, Moore rightfully tells us that managing time can be a difficult task, when young, people might find it hard to keep up with housework, part time jobs and their degree course as it might be their first time away from the comfort of their home where their parents helped them with most of these. Managing time can also be difficult for more mature students as they might have other responsibilities besides their studies such as parenting and being an employee.

SUMMARY:

Time is one of the most valuable things, so we need to know how to use it effectively. For this reason, Cottrell approached this by giving the reader a 10-step guide to effective time management, which includes: being systematic, deciding how you want to spend the time you have, finding out your time requirements, prioritise what is most important and plan your time and stick to that plan while making sure to manage the distractions around you (e.g., mobile phone)

As a student, you must allocate time to research and reading before an assessment, in order to succeed in having good/high grades, you have to spend time reading and researching beforehand, meaning you need the skill of managing time. Another time this skill comes to great use is when you have assignments, you need to know how to organise your time in order to be able to handle all the responsibilities in your life, a great way to do this is by creating a to-do list. (Cottrell, 2019).

One of the many things you can do, is analyse how you currently spend your time (use and waste) and decide how you can use the time that you waste more productively, this can be done by using a time circle - a pie chart showing the 24 hours of the day, parted into hourly sections on how you currently spend your time. (Cottrell, 2019)

Additionally, you have to identify your priorities and important things, this is relevant as it helps you organise your time around them, you can do this by using the Priority Organiser (usually a table) or by using a to-do list/check list (Cottrell, 2019)

When you are planning your work, you need to keep it realistic, highlight key dates, ensure you are in the right place at the right time and plan short and long term.

A useful tool to use when planning to study at home is Spacing, this means you are having short 30-minute study sessions and taking 5–10-minute breaks in between in order for the studying to be efficient and stay in your long-term memory, therefore this is another way managing time is useful to a student. (Cottrell, 2019)

You can save time in many ways, for example, while making notes, they do not have to be tidy, as long as you know what you wrote, you do not need to waste time on appearance, when looking for notes, you will find them a lot faster if you organise your notes, making the whole situation more efficient and last but not least keep your mind focused while studying, do not distract yourself, connect to your motivation.

Always finish what you started but never start what you cannot finish.

In addition, Moore also mentioned “the three big issues for students: planning, procrastination and perfectionism”

- Planning- having no plan at all or having unrealistic plans
- Procrastination- hesitating to start certain tasks (lazing around)
- Perfectionism- trying to achieve the unachievable, therefore losing more than gaining.

(Moore, 2010)

Time management is essential for maximum health and personal effectiveness. A feeling of being “out of control” of your time is the major source of stress, anxiety and depression. It is possible for you to gain two productive hours each working day, or even double your output and your productivity if you know how to manage your time. (Tracy, 2013)

PERSONAL EXAMPLE: This assessment

From this report I learnt some of the important tools which make my time management more efficient, and I chose to plan my time better for the next assessment with the deadline: 6 January 2023.

To do this, I use a strategy according to Cottrell to finish the assessment and reach my goal before the deadline:

Aspect	How long will it take?	When will I do it?
Clarifying and planning the task	0.5 hours	21 December
Researching (collecting and recording information)	4.5 hours	21-22 December
Organising and linking material	2 hours	27 December
Reflecting, evaluating and critiquing	1 hour	28 December
Writing an outline and first draft	1 hour	28 December
Writing draft versions	3.5 hours	3 January
Completing the tasks/final checks	1.5 hours	4 January

Sometimes things like social events and religious celebrations (e.g., Christmas) can get in the way, this however does not mean that I do not make a plan, this only means I have to manage my time wisely enough to build a plan around it and prioritise the assessment.

From this book I learn how to use a To-Do list as well to see where time really goes and how easy it is to save time with this strategy:

Circle 1: How I use my time now:

My Typical Monday Currently (24-hour clock):

01:00 – 07:00	Sleep
07:00 – 09:00	Travelling
09:00 – 15:45	Lectures
15:00 – 17:00	Travelling
17:00 – 20:00	Housing
20:00 – 22:00	Socialising
22:00 – 01:00	Relaxing (watching TV)

What a Typical Monday Should Look Like (24 – hour clock):

23:00 – 06:00	Sleep
06:00 – 07:00	Housing
07:00 – 09:00	Travelling
09:00 – 15:45	Lectures
15:45 – 17:00	Travelling
17:00 – 19:00	Housing
19:00 – 20:00	Studying
20:00 – 21:00	Reading
21:00 – 22:00	Socialising
22:00 – 23:00	Relaxing

This is proof that if you manage your time correctly, you could do a lot more productive things during the day while not dropping any of the things you already do, I could gain 1 hour of studying, 1 hour of reading and 1 more hour of sleep, just by managing my time correctly.

Getting used to using your time more efficiently is a key skill in your day-to-day life, so try some of the strategies I have presented to you and see which one works best for you.

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