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1. Introduction

Academic skills are crucial for students. To ensure the success of the study, none of these must be neglected. This report will examine Time-management according to The Study Skills Handbook by Stella Cottrell as an academic skill for students, outlining in detail how to successfully manage your time so that you can complete all of your assignments and yet have free time. Only a portion of your week and year will be formally scheduled as a student. You are mostly responsible for scheduling your own study time. This can be difficult. It is possible that you will face several time demands, have to handle conflicting deadlines with multiple projects due in short succession or on the same due date, and spend the majority of your time in independent study and online, both of which can lead to time-consuming distractions. If you believe that you have squandered time that could have been better spent on other activities, it is worthwhile to strengthen your time awareness and time management abilities. (Cottrell, 2019)

2. Summary of the book

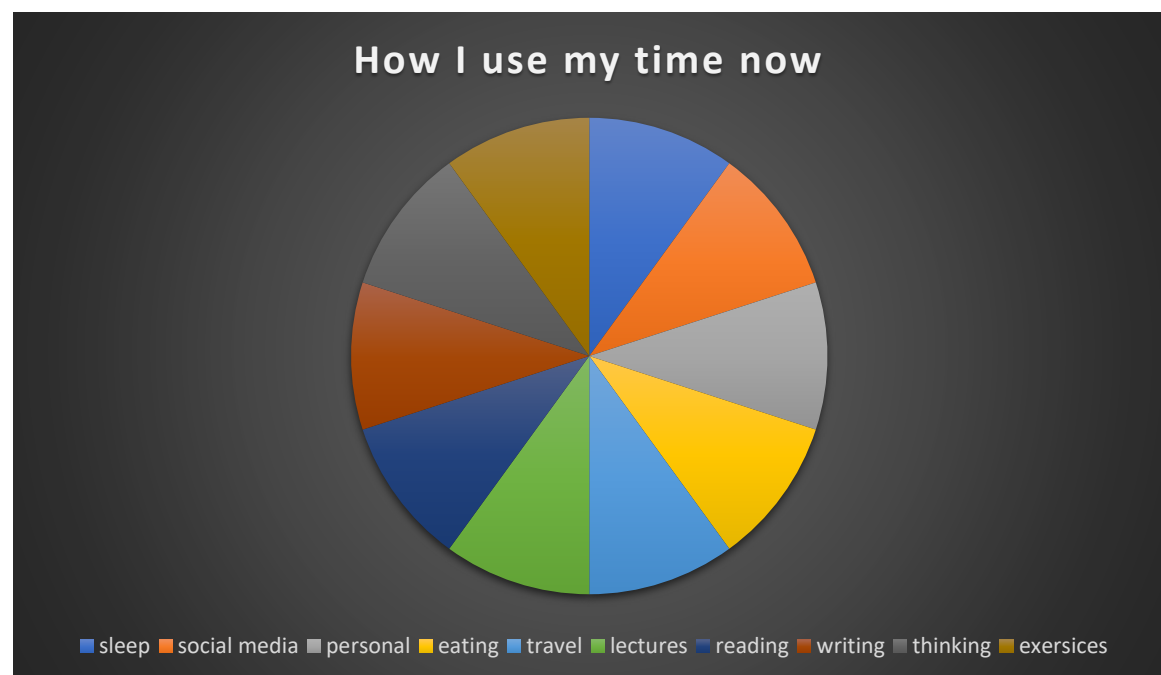
The sixth chapter of the book presents techniques, approaches, and resources to assist you: examine how you presently spend your time; determine how you would like to spend it; Organize your time so that you feel more in control of it; reserve time for the activities that are most important to you. (Cottrell, 2019)

3. Evaluation of the skill

Your academic achievement will be greatly influenced by two time-related factors: how much time you devote to studying and how efficiently you use that time. You will probably perform well if you devote more time to reading and thinking about your topic, preparing for examinations, and refining your assignments. If you use time productively, you have options on how to use the time saved. (Cottrell, S. 2019)

According to (Cottrell, 2019) there are ten steps that comprise efficient time management.:

- The first is to be methodical when considering time management, gaining an awareness of how you spend your time, determining how to effectively manage your time to accomplish your priorities, and managing your time.
- The second step is to determine the needed study schedule for your degree and the amount of time you will need to devote to solo study. 1200 hours are thought to be comparable to one year of full-time study in a degree program. Depending on how many weeks off you take, the number of study hours each week will change. You might allocate your time differently throughout the school year and over the summer break. In reality, the time required varies from student to student, depending on factors such as the amount of additional work they do out of curiosity or to earn higher grades, how fast they do the work, the care they take in refining their work, how difficult or easy they find learning, and the rigors of work-based practice.
- After that, you must be aware of how much time you individually require to complete tasks.
- The fourth stage is deciding how you will spend your time. Use time circles to determine how much time to devote to certain tasks. Compare this to how you spend your time in reality. As a student, there are several obligations that consume your time outside of academics. Write down everything you do for a few days, such as exercise, classes, travel, etc., to determine where your time actually goes. Note this almost every hour. Then, plot the data on a Time circle. Use a second Time circle to outline how you would like to spend your time daily. Examine the two.



(Cottrell, 2019)



(Cottrell, 2019)

- Then, you must choose your priorities and schedule start and completion dates. You may find it difficult to do all you desire, and some tasks will be more pressing than others. Determine the optimal order for completing activities based on factors such as: the most urgent or significant; the most logical order (consider tasks that precede others, or might be grouped by location, travel routes, or individuals involved); and whether you prefer to complete simple chores first or last. Utilize a ranking system if you have difficulty prioritizing. Compare significance and urgency.
- The sixth is your plan. Be detailed and exhaustive in your time management.

A student planner is crucial for time management. Academic week-to-view planners are perfect. What to include about your research? First, a detailed account. To be effective, your planner or diary must have a comprehensive record of your obligations. Second: plan for assignment completion. Plan in your calendar the times when you will: consider the subject; prepare for lectures and seminars; prepare for other formal sessions; plan your work; conduct research on each subject, including conducting searches, reading, and taking notes; organize and condense your notes; reflect on your learning; discuss your work with others; write early draughts and revise and rewrite them; and check your work. Your diary will only be useful if it is kept current and utilized. Highlight all important dates in order to distinguish them from other events in your schedule. Input data legibly

and completely so that, at the end of the year, you can determine what each entry relates to. Plan for the short- and long-term while being grounded in reality. Make a checklist and TO DO list as well.

- Seventh: Just do it! Place your strategy where you will be quickly reminded of it. Implement your plan as planned. Determine what may ruin your plans.
- You must implement time management practices. Experiment with time-saving and time-management techniques so that you may discover what works for you and have more time for things you truly value.
- Deal with interruptions and procrastination! Develop an awareness of when and how you become diverted from time management. Plan management strategies.
- Verify that you are following your plan in the final stage. If not, revise your goal to be more realistic or determine what you need to do to keep on track.

4. Conclusion

The Study Skills Handbook by Stella Cottrell outlines in detail how to successfully manage your time so that you can complete all of your assignments and yet have free time. The sixth chapter of the book presents techniques, approaches, and resources to assist you in managing your time. Academic achievement will be greatly influenced by how much time you spend studying and how efficiently you use that time. 1200 hours are thought to be comparable to one year of full-time study in a degree program. In reality, the time required varies from student to student, depending on factors such as the amount of additional work they do out of curiosity or to earn higher grades. Choose your priorities and schedule start and completion dates. Determine the optimal order for completing activities based on factors such as: the most urgent or significant; the most logical order (consider tasks that precede others) or whether you prefer to complete simple chores first or last. Highlight all important dates in order to distinguish them from other events in your schedule. Plan for the short- and long-term while being grounded in reality.

5. References

Cottrell, S. (2019) *The Study Skills Handbook*, 5th Ed. London: Red Globe Press