

Managing Time Effectively

Top tips - Managing Your Studies

I have found it helpful to think of studying as a bit like having a full time job. This helps to keep me disciplined and focused and it also makes it much easier to move between university and placement.

Think in parts, not in a whole and make sure that you don't overwhelm yourself. It can be really tempting to make list upon list of things you want to achieve but then you can suddenly reach a point where it all seems too much and you completely avoid everything. It is far better to focus and complete a few tasks at a time and achieve something rather than trying to do everything at once and not achieving anything.

Think about where you are working. If you are working in a horrible, cold environment, is there any wonder that you want to avoid it. Rather, find a place where you are really comfortable and want to learn. It is so much better!!

Write down what you want to achieve. I also find it helpful to keep a picture that sums up my long term hope/ambition/ somewhere visible so I can keep looking at this

Be realistic. Be honest about the amount of time each task will take. At the end of each day evaluate how much you have accomplished and reflect on whether you underestimated or overestimated the time you had.

I personally have found it best to accomplish one task before going onto the next.

Plan for the unexpected. Build in 'dead time'

Study smarter not harder. Don't assume that working 24 hours of the day will solve all your problems. Look at your schedule - if you are working 24 hours a day there is something seriously wrong.