

Student Success

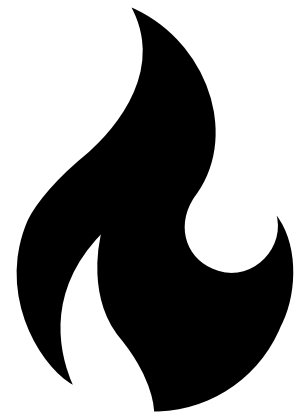


Time Management for **real** life

Trainer: Student Success

Time: Week 4

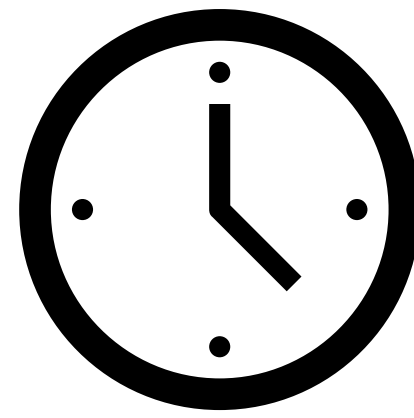
Housekeeping



Fire
alarm/drill



Smoking
policy



Start &
End time



Toilets



Breaks

Aims & Objectives

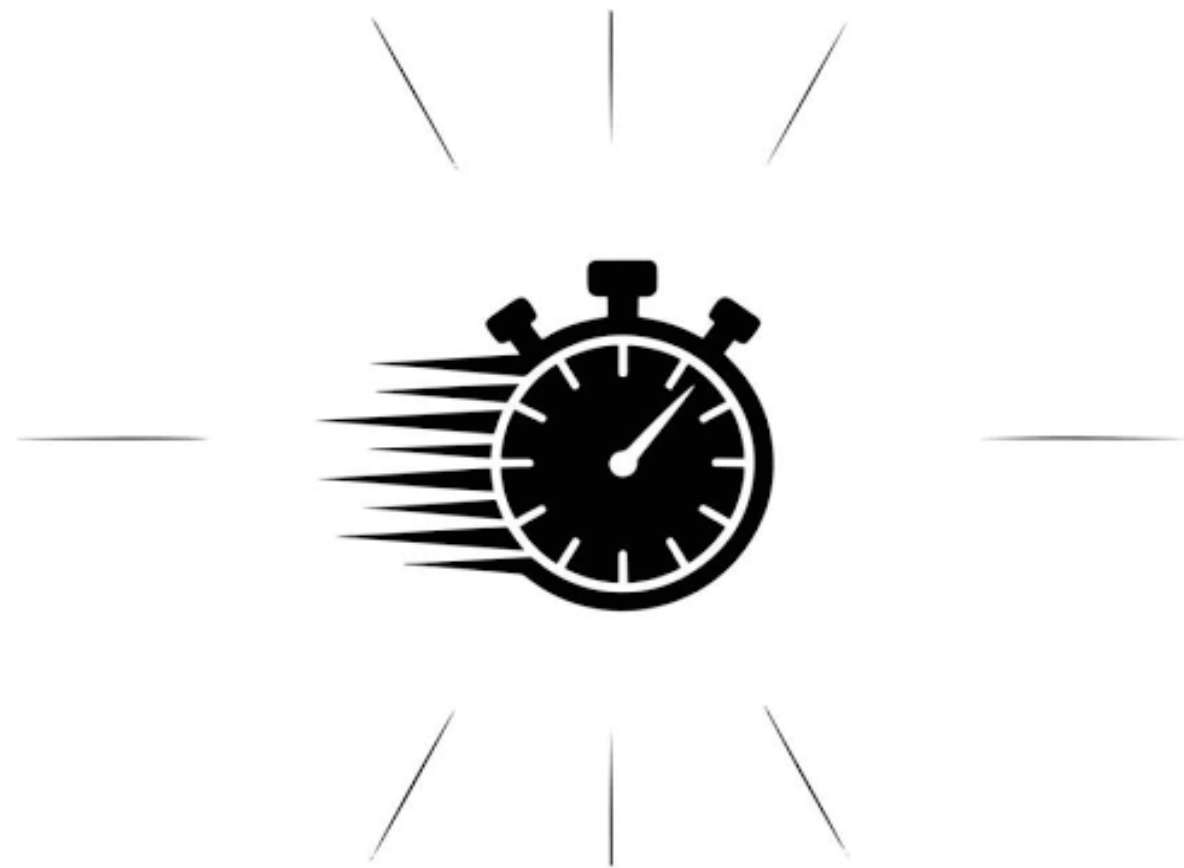
- Have a clearer understanding of what time management is
- Understand why effective time management is important at university
- Learn practical strategies to help you take control of your time
- Reflect on your own time management habits
- Leave the session with a personal goal

Time Management

'The practice of using the time that you have available in a useful and effective way, especially in your work'

(Cambridge Dictionary, 2026).

Why time management **fails**



Most time management advice assumes you have lots of free time. But is that **your** reality?

Who here **works** alongside study?

Who has **family** or **caring** responsibilities?

Who feels they **don't** have enough time to study?

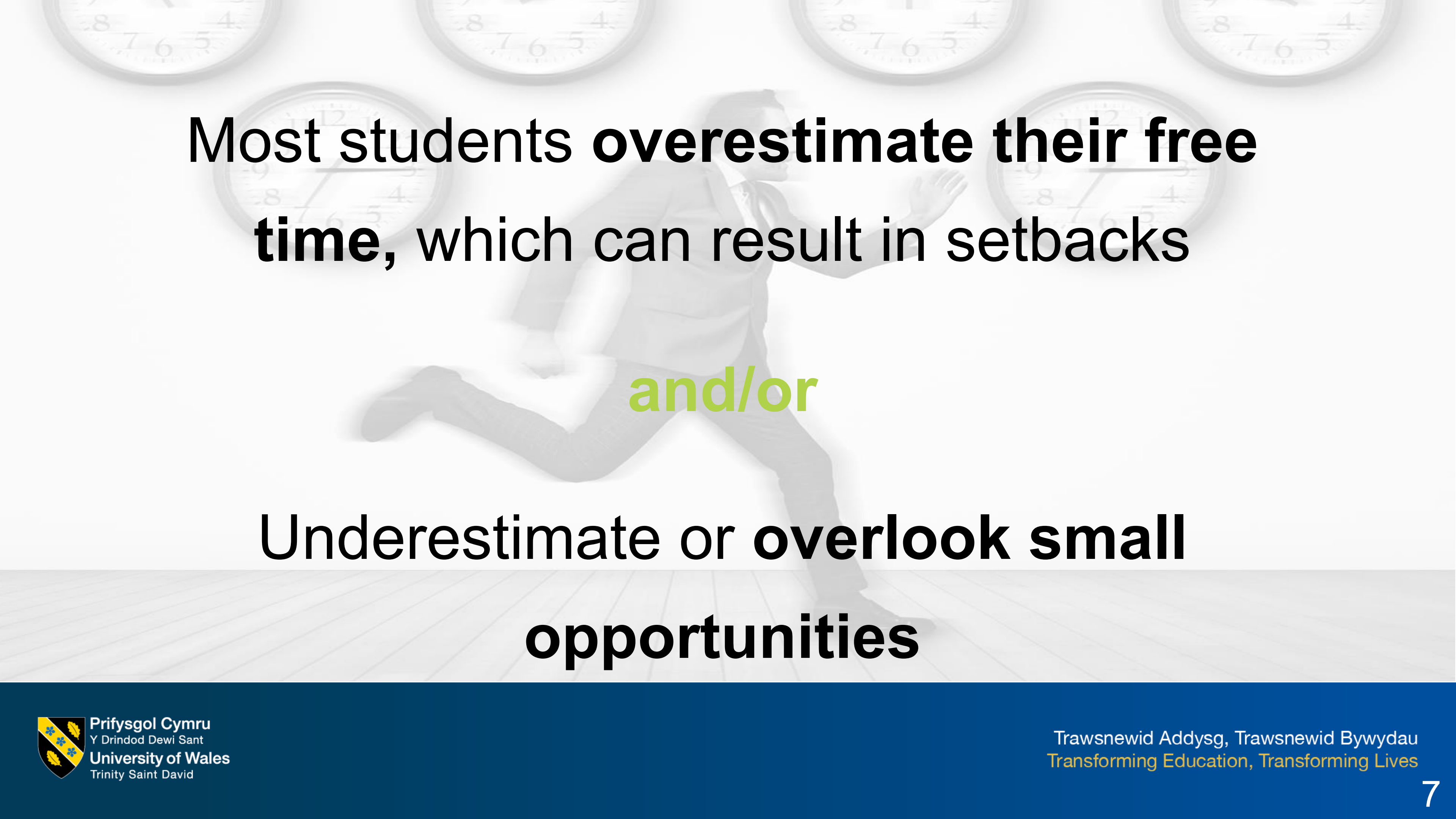
Ideal Time v. Real Time

Ideal time = a perfect scenario

Real time = what's *actually* possible

Success in your studies will come from managing your **real life**, not an idealised version of it.





**Most students overestimate their free
time, which can result in setbacks**

and/or

**Underestimate or overlook small
opportunities**

Chloe's story

- Returned from a week's holiday
- Working part-time
- Assignment due Monday (11:59pm)
- Free Wed/Thu evenings and most of Sunday
- Delay starting the assignment
- Babysit for your sister on Wednesday
- Cover an extra shift on Thursday
- Assignment still untouched on Sunday
- Burnt out and facing a last-minute rush
- Cancel yoga session

What could Chloe have done differently ?



Your real week

Fill in your:

- Work hours
- Travel time
- Family responsibilities
- Sleep
- Existing commitments



Real Week Example

WEEKLY PLANNER (HOURLY)

Fill in your:

- Work hours
- Teaching timetable
- Travel time
- Family responsibilities
- Existing commitments
- Independent study time
- Leisure/ hobbies
- Sleep

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
08:00	School Run	40 Minute Train Commute	School Run	School Run	School Run	Commute to work	
09:00	Clean House/ Washing	Teaching Timetable				Work Hours 9-6	Kids Football Match
10:00					Work 10-2		
11:00			Hobbie i.e. Gym/Yoga & Brunch				Weekly Food Shop
12:00	40 Minute Train Commute		Clean House				Visit Family
13:00	Teaching Timetable					Lunch Break	
14:00		40 Minute Train Commute					
15:00		School Run	School Run	School Run			
16:00		Cook Dinner & Wash Up	Cook Dinner & Wash up	Cook Dinner & Wash up	After School Football Cub & Pick Up		
17:00		Bathtime & Bedtime routine	Bathtime & Bedtime routine	Bathtime & Bedtime routine	Bathtime & Bedtime routine		
18:00	40 Minute Train Commute						
19:00	Collect Kids from Grandparents					Commute Home	



Prioritisation that works

Which of the activities on the right are a:

✓ **MUST** (essential, deadlines)

⚠ **SHOULD** (important, but flexible)

💡 **COULD** (optional)

Coursework

Social Media

Household tasks

Work shifts

Watching TV/reading

Socialising

Matt's story

- First time at university
- Wanted top marks for his first assignment
- Spent three weeks on first section of his essay
- Panicked in the days before submission and then fell ill. Wasn't eligible for EC.
- Had to resit assignment, **capped at 40%**



What could Matt have done differently?

Timely Submission v Perfection

The problem with chasing perfection

- Spending too much time on a section
- Over-researching, never feeling ready
- Delaying starting because you feel it won't be good enough

Meeting deadlines means...

- Submitting your work on time
- Meeting your assignment brief
- Accepting it may not be perfect

Micro Strategies for **Busy Lives**

- Break down studies into 25-minute focused chunks
- Use '**dead time**' (travel, waiting etc)
- Know when to **take breaks**
- Start small: **10 minutes** to begin with
- Pair study with **routine** (after dinner, before bed)
- Use **phone reminders** (but switch off other notifications!)



Commit yourself

Write down one thing from today's session that you can realistically do this week

Remember:

Consistency beats perfection.
Doing a little **regularly** will get
you through the course!



Feedback



STUDENT SUCCESS



Advice
Support
Signposting

