GETTING READY & BEING ORGANISED FOR THE TRIMESTER

Creating your Time Management System

Time management

➢ Create a schedule that includes all commitments. Make a time able to help organize your time.
➢ Be organized – your environment should be conducive to studying; whatever works to help you focus.
➢ Prioritise tasks – list everything you need to do. Break down big tasks into smaller chunks. For instance, you cannot write a research essay in one day. Maybe put a task of devising the research topic, then doing the introduction etc. Like that the tasks does not seem ominous
➢ Prioritise your work list into today, tomorrow, next week etc. Do something from today’s list and tick it off, then you will find it easier to continue with the tasks in order.
➢ Do the most difficult work when your concentration is strongest.
➢ Take regular breaks, maybe every hour
➢ Minimize distractions – turn off your TV, music, phone or anything that will take your attention away from your studies, including distractions from friends.
➢ Be flexible – reflect on whether your study pattern is working for you. If not, then try to make some changes until you are able to maximize your time.

Study goals

➢ Identify long-term goals relating to your studies and create an action plan which will help you to realize those goals.
➢ Make short-term goals such as completing assignments for a course you are taking, studying for the final exam etc

Student Support

➢ Read prior to classes and for assignments to help you understand better and keep up with your work.
➢ If you are feeling dejected and demotivated, you should contact the student support services. If for some reason you are unable to complete and assignment on time, talk to your lecturer. DO NOT GIVE UP!
➢ Ask for advice as soon as you realise there is a problem.