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Time Management

In this section we will explore the

following time management resources:

- Time allocation charts

- To-do lists and calendars

- The 'Pomodoro Technique'

Time Allocation Charts

Time allocation charts can be a great tool for structuring your day, planning each activity you do, how long you expect it to take, and its value.

You can go back to the chart at the end of each day to review how long each task actually took.

Don't forget, just because it isn't work related doesn't mean it's not important.

Hargreaves, Sandra & Crabb, Jamie: "Study Skills for Students with Dyslexia: Support for Specific Learning Differences (SpLDs)" 3rd Ed, Sage Publications, 2016
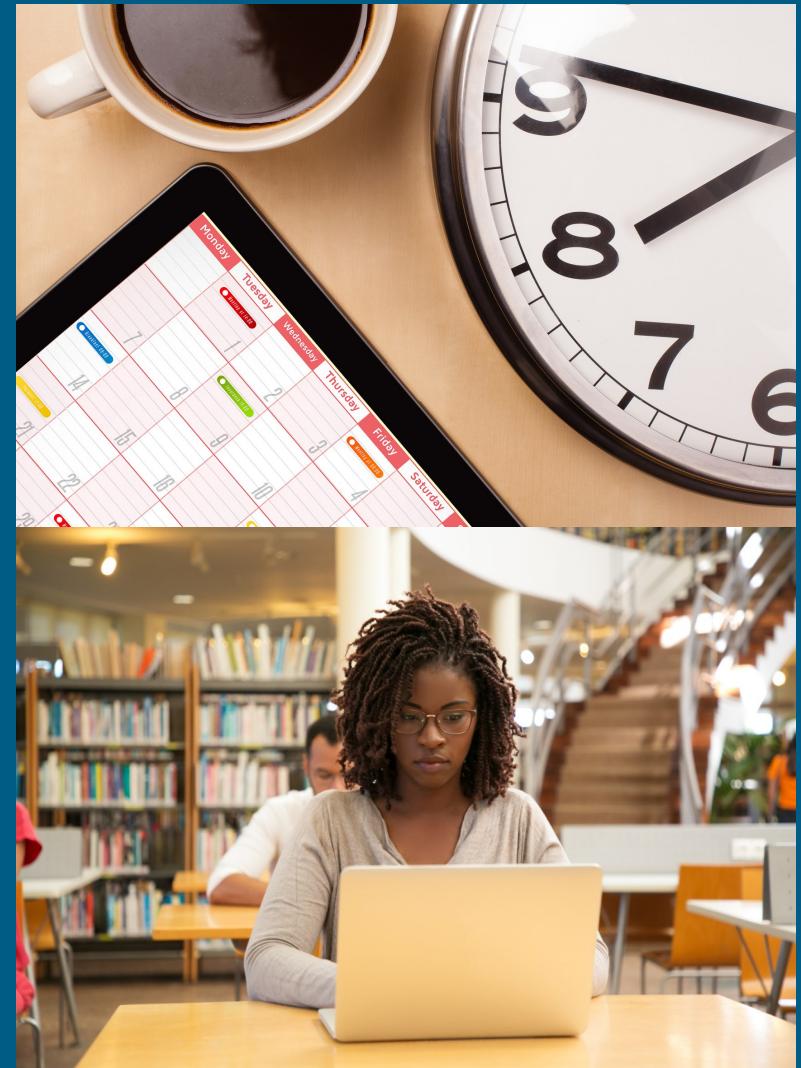
Time Allocation Charts

Check out the next slide for an example of a time allocation chart.

Then download a blank template in the Useful Downloads section of this web page, so that you can start making your own chart.

Time Allocation example

Day	Time	Task	Estimated Time	Time Spent	Importance
Monday	09:00	Wake up, shower, have breakfast	40 mins	1 hr	High
	09:40	Catch up on emails and social media	40 mins	30 mins	Low
	10:30	Walk to Highfield campus for lecture	30 mins	30 mins	High
	11:00	Lecture	2 hrs	2 hrs	High
	13:00	Lunch with friends	1 hr	1 hr	Medium
	14:00	Revise at Hartley library	1hr 45mins	1hr 45mins	Medium
	16:00	Lecture #2	2 hrs	2 hrs	High

To-Do Lists and Calendars

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Sometimes the hardest part of staying on top of your workload is knowing how to balance all the important things that are competing for your attention.

Keeping a to-do list or calendar provides a useful visual reminder to help you to track your workload and keep deadlines from sneaking up on you.

You could try using some of these free specialist programs:

. **Microsoft Planner** (available to all students through Office 365 account)

. **GetRevising planner (**https://getrevising.co.uk/planner)

The 'Pomodoro Technique'

The 'Pomodoro Technique' involves shutting out distractions for 25 minute intervals of work with regular breaks in between.

This technique can improve our focus, and regular breaks can help our brains to store information.

1. Choose a task to achieve e.g. reading a resource or writing your essay.

2. Set your timer to 25 minutes with an alarm at the end.

3. Give all your attention to the task until the 25 minutes are up.

4. Take a well-earned 5 minute break.

5. After doing this four times, take a 15-30 minute break.

https://francescocirillo.com/pages/pomodoro-technique

An Important Reminder

Don't forget that work isn't everything in life and you still need to take time for yourself. When using time management strategies, make sure to save time for the things you enjoy, like seeing friends, playing a video game, or doing something creative.

Think of it like fuel in a car, with only a limited amount in the tank. If you never take breaks and recharge then you'll grind to an unwanted stop.

Our wellbeing can impact our motivation, so taking small, regular breaks to do something we enjoy can actually help us achieve our goals.

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Checklist

☐ Have you tried using the time allocation chart to identify where your time goes?

☐ Have you thought about using a to-do list?

☐ Could you schedule your tasks in a calendar?

☐ Have you tried the Pomodoro technique?

☐ Don't forget to set aside some leisure time!