

5 ways to... Manage your time effectively

A guide for students with Specific Learning Differences

(SpLDs), such as Dyslexia



To do this, we will focus on each of the following strategies in more detail in the next slides:

1. Creating a study space
2. Creating a 'to do' list
3. Prioritising your tasks
4. Structuring your day
5. Taking regular breaks



1. Create a productive study space

Try organising your study space according to your unique learning style.

Take into consideration key aspects such as the layout, background noise and where you will display your resources.



Reid, G. (2016) *Dyslexia : A Practitioner's Handbook Fifth edition* Chichester, West Sussex: Wiley-Blackwell.

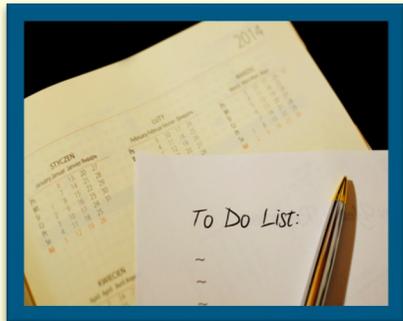
Top tips



1. Remove any unnecessary paper. File it away or put it in the bin



2. Make sure your academic calendar / diary is clearly visible from your desk



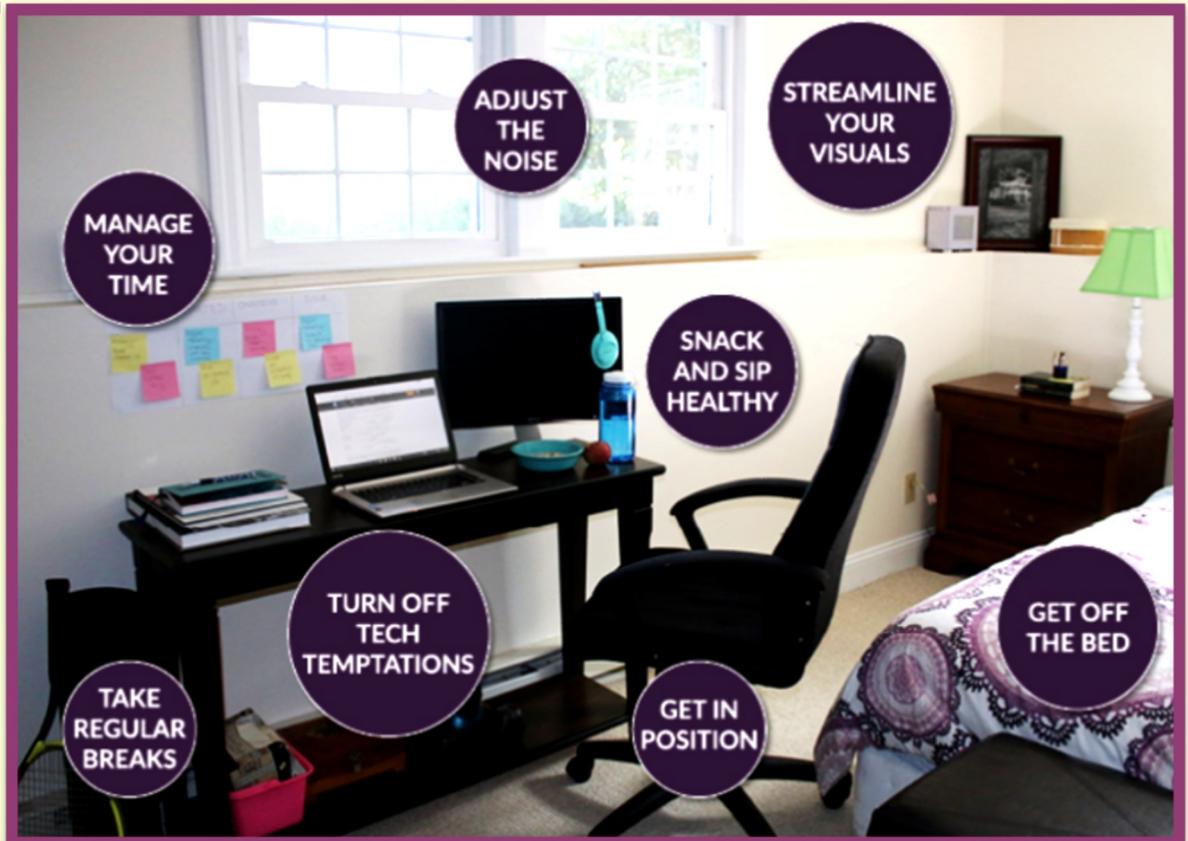
3. Make sure your daily / weekly 'To do' list is clearly visible from your desk



4. Assign and sort each topic / module into different colours.

On the right is an example of a home study area, along with some top tips that may help you to set up your own space. To find out more, visit [CampusWell.com](https://www.campuswell.com).

<https://www.campuswell.com/organize-your-study-space/>



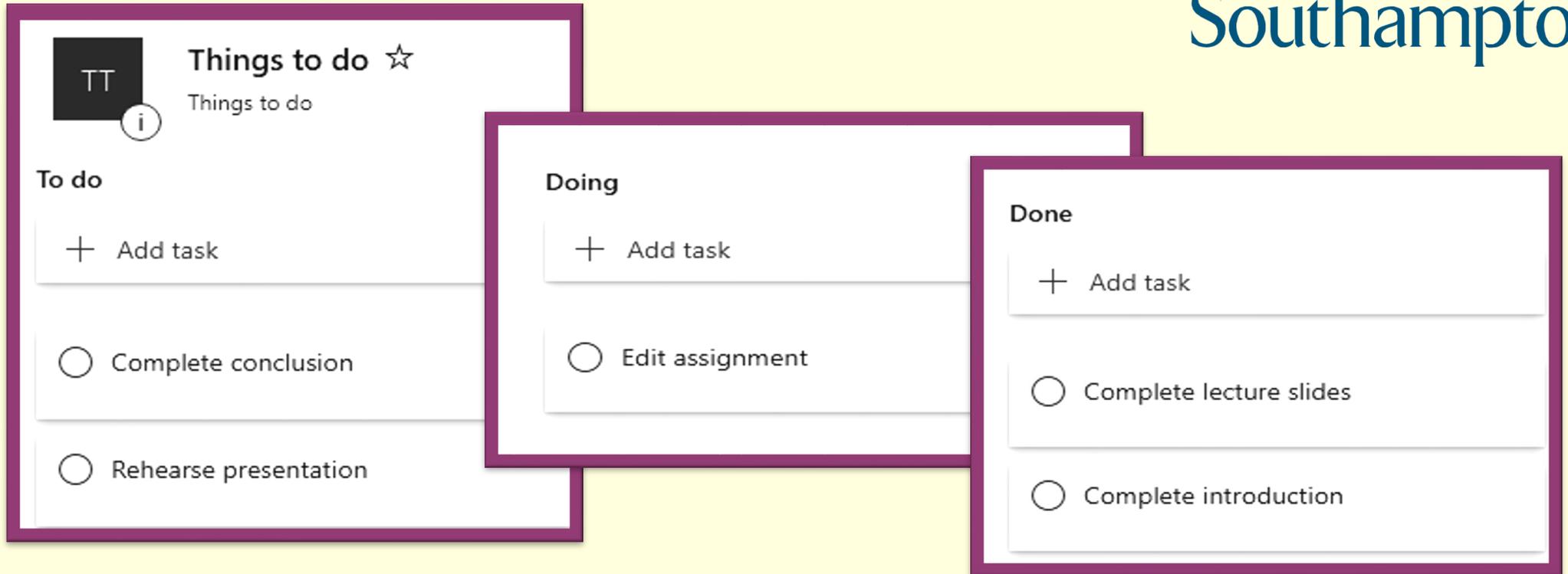
(Manage your time, adjust the noise, streamline your visuals, snack and sip healthy, take regular breaks, turn off tech temptations, get in position, get off the bed)

2. Create a 'to do' list

If you have multiple tasks, you could try using an online tool such as **Microsoft Planner**, which helps you to break your 'workloads down to smaller, more manageable, 'chunks'', set goals and track your progress.



Sumner, P. (2012). Dyslexia Support at University and on Work Placement. In *Supporting Dyslexic Adults in Higher Education and the Workplace*, N. Brunswick (Ed.) Chichester, John Wiley & Sons.



1. Input your tasks into the 'To do' section
2. Move them to the 'Doing' column when you're working on them
3. Mark them as 'Done' when you have finished a task.

Working with others?

Assign tasks and see how your project is progressing at a glance by adding multiple people to your **Microsoft Planner** 'To do' list.

<https://www.microsoft.com/en-gb/microsoft-365/business/task-management-software>



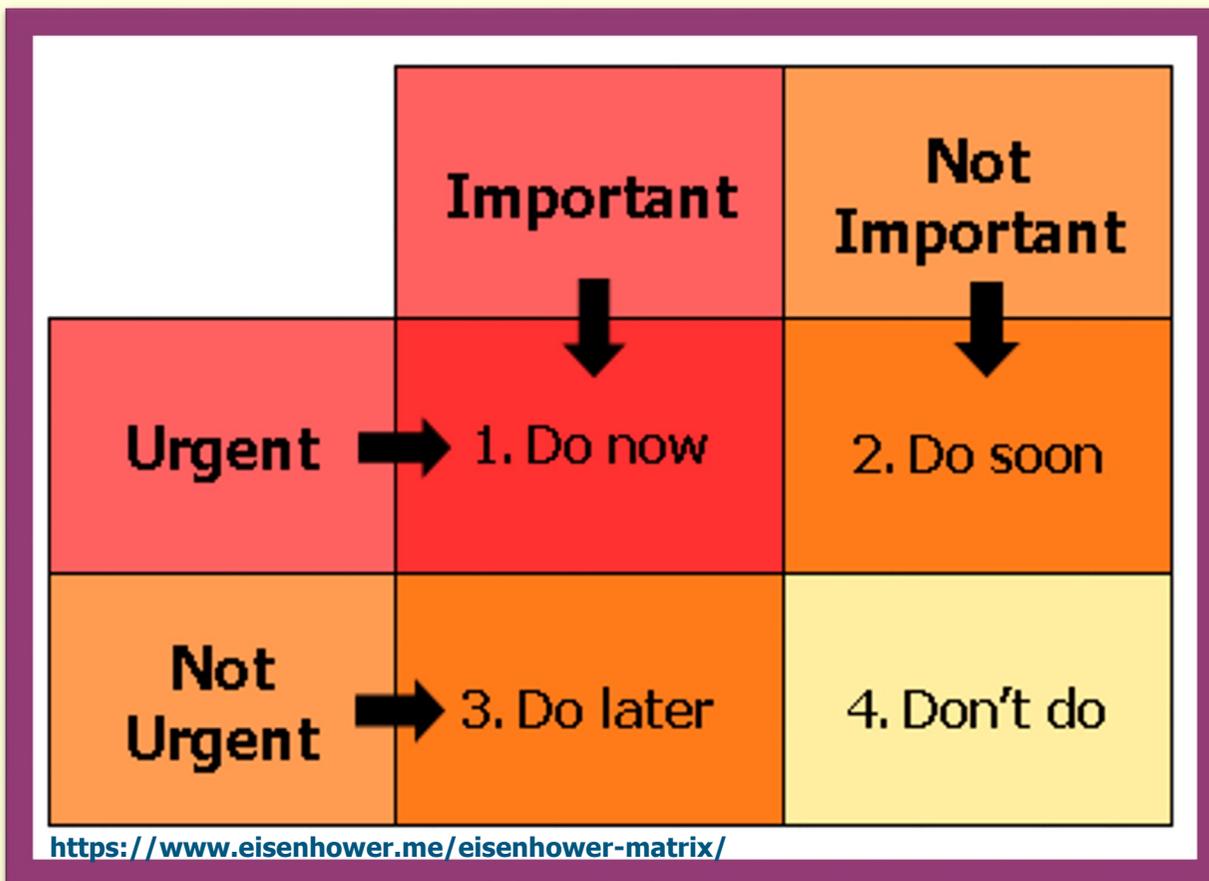
3. Prioritise your tasks

To begin, have a look at the tasks on your 'To do' list. To help organise your schedule, you will need to decide whether your tasks are **important**, **urgent** or **both**. This should help you decide what order to complete your tasks in.

Reid, G. (2011) *Dyslexia: A Complete Guide for Parents and Those Who Help Them* Chichester, West Sussex: Wiley-Blackwell.



Using the '**Matrix of Importance and Urgency**' (below), based upon the '**Eisenhower Matrix**', may help you.



Important and urgent?

Do it now.

Not important but urgent?

Do it soon.

Important but not urgent?

Do it later.

Not important and not urgent?

Don't do it.

4. Structure your day

Next, you need to decide when to complete each of your tasks.

You could use an online **Study Planner** to help you prioritise and organise your schedule.

Reid, G. (2011) *Dyslexia: A Complete Guide for Parents and Those Who Help Them* Chichester, West Sussex: Wiley-Blackwell.



Just add your commitments to the **Study Planner** and it will create a detailed schedule for you. It can also send you reminders, to help keep you on track.

<https://getrevising.co.uk/planner>



5. Take regular breaks

If you struggle to focus, you may be interested in learning about the Pomodoro Technique. It is simple to learn and can make a real difference to how you approach tasks.

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



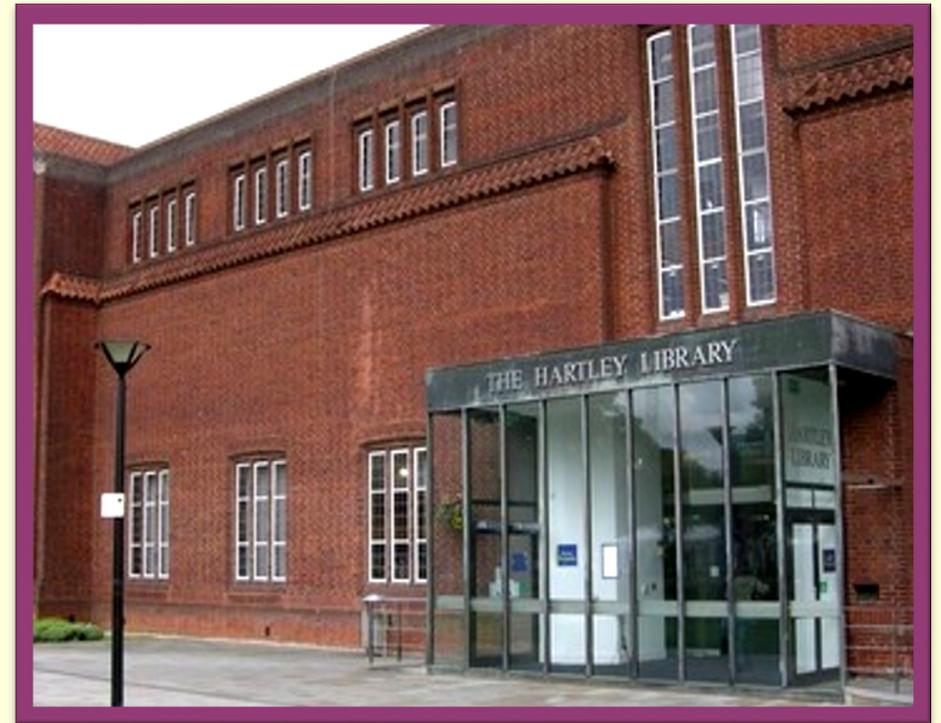
The Pomodoro Technique:

1. Choose a task you'd like to get done
2. Set a timer for 25 minutes
3. Work on the task until the timer rings
4. Take a short break

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



For further advice on how to manage your studies, visit the **Library Academic Skills Hub** website for more helpful ideas and study tools.



If you think you may have a specific learning difference such as Dyslexia, contact the **Student Disability & Inclusion** team to book an appointment with one of our Specialist Practitioners.

