

Using your time effectively

Good time management isn't just about being able to make a study timetable or work schedule. It's about using time **effectively**.

Where does the time go? Here's one way to think about it:

There are 7 x 24 hours in a week	= 168
Subtract about 56 hours for sleeping	= 112
Allow 3 hours a day for eating, bathing etc	= 91
Take away 35 hours a week for academic commitments including lectures, seminars, lab time, independent study etc	= 56
That could be 8 hours every day for keeping fit, socialising, chores, paid work, family etc.	

If it doesn't feel like you have that much time, you may need to make your time work harder for you. These webpages can help you to think about:

- * **allocating your time to work on particular tasks at the best time of day**
- * **prioritising your tasks**
- * **being self-motivated to get your work completed**
- * **developing your study practices so that you use your time efficiently**
- * **getting yourself organised so that you don't waste time looking for things**
- * **staying informed about things like timetables, submission processes and deadlines**
- * **overcoming procrastination to get started and keep going**
- * **managing extra commitments and responsibilities**