

An annotated select list of books on time management at university

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Advice for students

<p>Bowes, Chris, <i>Time Management for Students: How to Survive in a World Where There Never Seems to be Enough Time</i> (Peterborough; First & Best in Education, 1996).</p>	<p>Photocopiable text with exercises and resources for students to take a self-reflexive approach to time management. Also available with CD-Rom.</p>
<p>Drew, Sue and Rosie Bingham, <i>The Student Skills Guide</i> 2nd ed. (Aldershot; Gower, 2001).</p>	<p>Section on time management included in general guide to effective study practices.</p>
<p>Fry, Ron, <i>Manage Your Time</i> (London; Kogan Page, 1997).</p>	<p>Self-reflexive approach with questionnaires, plus proforma for planning. Focuses on organisation, planning, and motivation.</p>
<p>Fry, Ron, <i>Get Organised</i> 3rd ed. (New York; Delmar, 2004).</p>	<p>Focuses on organisation. Includes chapter on dealing with crises.</p>
<p>Gatrell, Caroline, <i>Managing part-time study: a guide for undergraduates and postgraduates</i> (Maidenhead; Open University Press, 2006).</p>	<p>Advice aimed at part-time students but relevant to all mature students. Includes managing studies, sustaining motivation, prioritising competing demands on available time and anticipating challenges.</p>
<p>Hunt, Andy, <i>Your Research Project: How to Manage It</i> (London; Routledge, 2005).</p>	<p>Advice for postgraduate Masters students on managing the transition to more independent study. Includes project management and personal time management.</p>
<p>Levin, Peter, <i>Skilful Time Management</i> (Maidenhead; Open University Press, 2007).</p>	<p>Accessible and comprehensive guide which encourages creating an individual, strategic time plan. Includes helpful sections on accurate time estimation, prioritisation, overcoming blocks, stopping perfectionism, and making a catch-up plan.</p>

Lewis, Roger, <i>How to Manage Your Study Time</i> (Cambridge; Collins Educational, 1994).	Workbook aimed at Further Education students. Plenty of exercises to encourage a self-reflective approach to time management, and help students identify how they work best, and what distracts them.
Northedge, Andy, <i>The Good Study Guide 2nd rev ed.</i> (Buckingham; Open University Press, 2005).	Includes a chapter on 'Taking control of your studies' with advice on taking responsibility and keeping motivated, as well as the more obvious planning time and getting organised.
Race, Phil, <i>How to Study: Practical Tips for Students</i> (Oxford; Blackwell, 2003).	Includes a chapter of time management advice in tip format, with each tip elaborated as an explanatory paragraph. Also a chapter in the same format on 'Getting started' - strategies for overcoming procrastination.
Rickards, Teresa, <i>How to Win as a Mature Student</i> (London; Kogan Page, 1992).	Aimed at mature students. Includes the usual advice on planning and organisation, as well as sections on stress and crisis management.
Sapadin, Linda, Jack Maguire, and Stan Shaw, <i>Beat Procrastination and Make the Grade</i> (London; Penguin, 1999).	Identifies six styles of procrastination and offers strategies for each specifically aimed at students.
Underwood, Lyn, <i>Study Time Management</i> (Cippenham; Foulsham, 1997).	Imports ideas from business into HE-level study. Although framed as a guide to time management, the book in fact includes tips for a comprehensive list of effective study practices.
Wisker, Gina, <i>The Postgraduate Research Handbook</i> (Basingstoke; Palgrave, 2001).	Advice for postgraduates from Masters through to PhD. Includes advice on achieving a balance, managing time and tasks, and getting organised.

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Advice for tutors

Cottrell, Stella,	
Pickford, Ruth & Sally Brown, <i>Assessing Skills and Practice</i> (Abingdon; Routledge, 2006).	Includes bullet point list of events and attitudes that can affect student time management as part of discussion of fostering independent learning.
Schouwenburg Henri C., Clarry Lay, Timothy A. Pychyl & Joseph R. Ferrari (eds), <i>Counselling the Procrastinator in Educational Settings</i> (American Psychological Association, 2004).	Edited volume emerging from academic conference. Offers a variety of papers on approaches to working with procrastinators in educational settings including universities.

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Advice for all

<i>Manage Your Time</i> (London; Bloomsbury, 2004).	Compact 'tips' book, with each chapter organised in steps. Business-focused, but includes useful info on managing email and conducting a time audit.
Antony, Martin & Richard Swinson, <i>When Perfect Isn't Good Enough</i> (Oakland, CA; New Harbinger, 1998).	Psychological approach. Describes perfectionism and offers cognitive-behavioural strategies for dealing with it.
Bird, Polly, <i>Teach Yourself: Time Management</i> (Lincolnwood; Contemporary Books, 2003).	Time management strategies with a business focus. An easy to read book with many hints and tips. A good chapter on learning to say no.
Blanchard, Kenneth & Spencer Johnston, <i>The One-Minute Manager</i> (London; HarperCollins, 2000).	Focuses on identifying goals and objectives. An accessible version of the 'one-minute manager' concept.
Caunt, John, <i>30 Minutes to Manage Information Overload</i> (London; Kogan Page, 1999).	Strategies to get organised at work. Includes practical ideas to manage paper and online information.
Fontana, David, <i>Managing Time</i> (Leicester; British Psychological Society, 1993).	Behavioural psychology approach which starts from the premise that many people see good time management as an innate quality rather than a set of practices which can be learned.
Forster, Mark, <i>Do It Tomorrow and Other Secrets of Time Management</i> (London; Hodder & Stoughton, 2006).	Strategy to catch-up and keep on top of work by segregating new tasks and backlog and taking different approaches to tackling each. Emphasises prioritisation. Useful 'quick start' guide.
Howard, Joanna, <i>Managing More With Less</i> (Oxford; Butterworth-Heinemann, 1998).	Management-oriented text with very useful chapter on time management that considers both deep attitudes to time and strategies to make the most of it.
Perry, Andrea, <i>Isn't It About Time? How to Stop Putting Things Off</i> (London; Worth, 2002).	Causes of and strategies for dealing with procrastination.
Schlenger, Sunny & Roberta Roesch, <i>How to be Organized in Spite of Yourself</i> (New York; Signet, 1999).	Inspiration 'life coach' style guide which focuses on organisation for different 'types', with strategies for overcoming obstacles to being organised.

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Research

Edwards, Rosalind, <i>Mature Women Students: Separating or Connecting Family and Education</i> (London; Taylor & Francis, 2003).	Collates experiences of mature women students in HE with particular focus on the impact on family life of trying to balance home and study commitments.
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