

## Useful websites on time management for students

There are many websites offering advice on Time Management, often directed at people in employment. Listed below are a few that are especially useful for students in Higher Education.

Please note that external websites are not the responsibility of LearnHigher.

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### **Time Management (Surrey)**

<http://www.surrey.ac.uk/Skills/pack/timeman.html>

A good basic guide to time management for undergraduate students with lots of activities and opportunities for reflecting on current practice.

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### **PORT Tutorial: Managing Your Time (School of Advanced Study, London)**

<http://port.igrs.sas.ac.uk/managingyourtime.htm>

Postgraduate students may have particular problems with time management due to the nature of their academic commitments. This site includes advice specifically aimed at the issues affecting postgraduate students.

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### **Getting Ready for University Study: Time management (Napier)**

[http://www2.napier.ac.uk/getready/managing\\_studies/time.html](http://www2.napier.ac.uk/getready/managing_studies/time.html)

A quick and easy interactive exercise to help you think of time management strategies that will work for you. You can also print these strategies out afterwards.

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### **Skills4Study: Time management**

<http://www.palgrave.com/skills4study/studyskills/learning/time.asp>

Part of a comprehensive site on study skills produced to accompany Palgrave's series of study skills books. Also pages on motivation, organization and time management for mature students on the same website.

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### **Time management for students (NUS)**

<http://www.nus.org.uk/en/Student-Life/Freshers--Settling-In/Time-management-for-students/>

Brief advice targeted at Freshers. Includes quotes from students about what worked for them.

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### **Time management (University of Bradford Effective Learning Service)**

<http://www.brad.ac.uk/acad/management/external/els/pdf/timemanagement.pdf>

A printable guide to student time management with quizzes, exercises and worksheets.

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**Where does time go? (Virginia Tech)**

<http://www.ucc.vt.edu/stdysk/TMInteractive.html>

An interactive tool which calculates the amount of time you have for study. Good for demonstrating how you can spend too much time on inappropriate activities, as well as too little on appropriate ones.

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**Procrastination (University of Bradford Effective Learning Service)**

<http://www.brad.ac.uk/acad/management/external/els/pdf/procrastination.pdf>

A detailed booklet on this topic - good if you want to know more about how procrastination comes about.

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**Tips on making and using 'to-do lists'**

<http://www.time-management-guide.com/to-do-list.html>

To-do lists are a simple and valuable tool in managing time. This site has some good suggestions for making and using these lists.

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**Lifehacker**

<http://lifehacker.com/>

Productivity tips on just about everything, for just about everyone. Warning – you can waste an awful lot of time browsing this site – best to use it when you have something specific to search for. Especially good on tips for using technologies.