

Self help matters.

Helping you to find your solutions

Time Management

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At the heart of time-management is the concept of prioritisation. We have to prioritise a series of tasks to determine how we schedule what we do. It's about what's important to us and, if we do not complete an action, the cost or consequence to us.

We devise a strategy based on information about the task. We understand that we need to know what the task is, any potential deadline, how long might it take and how or why we might prioritise. This starts to add up to a lot of decisions. Bingo! Time management is totally impossible without the ability to make decisions. And by not making decisions, we procrastinate.

Top Tips

Aims and objectives. Ask yourself: where are you starting from and where do you want to get to?

Work smarter, not harder. It's about the quality of the work you do in the time allocated, not necessarily the amount of time you spend. It might be more productive to give yourself short blocks of time to work, say thirty or forty-five minute segments, have a break, then start again.

Urgent and important. The aim is to clarify here what's urgent and important, what's not urgent but important, what's urgent but not important and what's neither urgent nor important. The aim is to work on tasks that are not urgent but important, so by good time management we deal with them before they become urgent.

Daily "to do" list. Plan for the day so you don't get surprises ... but also build in time for surprises!

Deadlines. Do you need to build in a "false" deadline to kick yourself into gear? Do you find that you leave work until seconds before the deadline or do you plan to meet a deadline with some buffer time left over?

Commitment. Determine how long each task might take and what is required of you.

Early finish. If you aim to make the deadline with seconds to spare, think of the stress you put yourself under. Is it not better for you to build in some buffer time or leeway?

Advice. If you have difficulties structuring time for academic work, ask for guidance from your Personal Tutor, a peer, someone from your School or maybe a Mentor who has gone through your academic experience.

Social Media. This can be a source of great fun, intrigue and entertainment. It can also sap you of masses of time. Be ruthless about limiting time on social media. Some people find it helps to limit social media to particular days or time-slots.

Pace. Understand what time you need to complete a task – what's required by one person may be different to another.

Learning. Get some guidance from Student Learning Service if you're struggling with learning styles, procrastination or other inhibiting learning habits.

Have a break. You need to recharge your batteries to give yourself energy to complete all the tasks in your schedule. Have a break that's actually restful, calming and relaxing, such as going for a walk, standing to stretch, reading a good book or listening to music which helps you chill out.

Expectations. Manage the expectations of others, especially those who may waste your time. Be assertive about what you are able to work on..

Resources

MOODZONE

Boost your mood, cope with stress, anxiety or depression or simply improve your overall emotional wellbeing.



Opening Hours: Online

www.nhs.uk/conditions/stress-anxiety-depression/pages/low-mood-stress-anxiety.aspx

LIVING LIFE TO THE FULL

Want to know how to feel happier, more confident & worry less right now? Would you like to learn new ways of dealing with what life throws at you?



Opening Hours: Online

<https://littf.com/>

UNIVERSITY OF ABERDEEN SERVICES & SUPPORT

A range of support resources for everyone at University



www.abdn.ac.uk/infohub/support

THE MIX

Provides free, confidential support for young people under 25 via online, social and mobile.



Opening Hours: Online

www.themix.org.uk

TOGETHER ALL

Online community of people who are anxious, feeling low or not coping who support and help by sharing what's troubling them. This is a free, online, moderated service and confidential.



Opening Hours: Online

<https://togetherall.com/en-gb/>

If you are experiencing a crisis - please contact any of the following

- **Emergency Services** - telephone 999 (Free) 24 hours
- **Samaritans** - telephone 116 123 (Free) 24 hours
- **Breathing Space** - telephone 0800 83 8587 (Free) Mon-Thu 6pm-2am, Fri-Sun 6pm-6am
- **Nightline** - telephone 01224 272829 (local rate) term-time only, between 20.00-08.00
- **NHS 24** - telephone 111 (Free) 24 hours

For other support resources, please see - www.abdn.ac.uk/counselling