

Time management strategies

Effective time management is the key to productivity and a more balanced life. Here are six strategies to help you make the most of your time:



Conduct a time audit:

Start by assessing how you spend your time. Create a visual map of your daily and weekly activities, including study, food preparation, exercise, socializing, sleep, and leisure.



Set goals:

Ensure they are specific, measurable, attainable, relevant, and timely (SMART GOALS). Prioritize your goals based on their importance and urgency. If you have trouble focusing on what matters google the Eisenhower Matrix information to assist you.



Plan ahead:

This allows you to stay on track, monitor your progress, and adjust your strategy as needed. Use calendars, planners, or digital tools to organize your goals and daily tasks.



Chunk your time:

Break your day into manageable time chunks. Consider using the Pomodoro technique, which involves 25-minute work intervals followed by 5-minute breaks. This method enhances concentration and reduces mental fatigue.



Single-tasking:

Multitasking can reduce efficiency. Focus on one task at a time, complete it, and then move on to the next. Compartmentalize your study to boost your confidence and productivity.



Reward yourself:

Use rewards to motivate yourself. Treat yourself to a small break, a favourite snack, or a short walk after accomplishing a chunk of study. For more significant achievements plan enjoyable activities like outings with friends on the weekend.



Use distraction-blocking apps:

Leverage apps and browser extensions to block distractions. Tools like Forest, StayFocused, and Freedom can help you stay on track by limiting access to time-wasting websites and apps.



Seek support:

The UQ Learning advisers have loads of resources on their UQ study skills website. Make an appointment to see them to refine your skills.

Remember that effective time management is an ongoing process. Embrace progress, not perfection, and keep refining your time management habits to study effectively and lead a more productive and balanced life.



Seek support:
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