7 Steps to Better Study

Improve Your Time Management
Many students feel overwhelmed. There is too much to do and not enough time in which to do it.

More effective time management is the key to reasserting control and taking charge of your life.
The key to managing time is quite simple:

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<td>Know yourself as a learner</td>
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<td>2</td>
<td>Set realistic goals</td>
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<td>3</td>
<td>Get organised</td>
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<td>Assess and prioritise in order to plan</td>
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<td>5</td>
<td>Make lists</td>
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<td>6</td>
<td>Avoid negative behaviour</td>
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<td>Create positive behaviour</td>
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<td>Strike a balance in your life</td>
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<td>Reward yourself</td>
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<td>Plan for contingencies</td>
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<td>Review, reflect and re-prioritise</td>
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The reality in the life of students is that you will have to multi-task i.e. you will need to juggle academic and personal life, as there is every possibility you will have several assessment tasks at the one time.
• Successful multi-tasking is really about time management.

• Time management is the ability to carefully determine your priorities, then plan and schedule time so that you are both productive and effective.
Prioritising

• Successful time management and multi-tasking occur when you begin the process of prioritising your commitments.

• As an effective learner you are very self-aware and conscious of your strengths and weaknesses.
Procrastination

- Procrastination is often justified by a process of rationalization.

- To put it simply, we make excuses for what we are doing or not doing.

- Don’t put off until tomorrow what you an do today.
Create Your Own Timetable

- Create your own:
  - Study;
  - Homework;
  - Assignment;
  - Timetable to better manage your time.

- Until you take the step of planning out a whole week of your time you are just floating and wasting opportunities.

- Work through Exercise 7 – Developing your weekly time allocation plan
Create Your Own Timetable

- Review 7 Steps to Better Study. Work through the Study, Homework and Assignment Timetable. There are 2 samples of a weekly Study, Homework and Assignment Timetable provided as a guide.
- Digital Workbook Companion has a blank weekly Study, Homework and Assignment Timetable for you to complete and fill in.
- These resources are provided to help with your Time Management.
• Another important step in becoming properly organised involves stepping back to see the whole term of school work – exams, assignments, carnivals, excursions etc.

• However it is not a social calendar.

• A Term Planner will give you the chance to see ‘at a glance’ the scope of all your activities and identify which weeks are going to be much busier than other weeks.
• Seeing this ‘bigger picture’ will help you make better decisions about when to increase your study commitments earlier in the term.

• This avoids last minute cramming at the end of the term when other activities might cause problems in balancing your time.
• If you have other sporting interests, part-time work or other activities, it is also very important that you see very early on in a semester how your time might be affected in certain weeks with heavy workloads.

• Use your school calendar, school diary and any other information about dates given to you by your teacher (eg. Examination timetable) and write it all on the Term Planner.
• Review 7 Steps to Better Study – and work through the Term Planner. There is a sample Term Planner provided to help you see the ‘whole picture’.

• Digital Workbook Companion has a blank Term Planner for you to complete and fill in.

• These resources are provided to help with your Time Management.