

## **MAKING THE MOST OF YOUR TIME**

A common myth is that it's impossible to have enough time to keep your grades up while having a social life and getting enough sleep. There are ways for you to manage your time so that you know that you've used your day to its full potential.

### **How to grab some time:**

It's important to make sure that you have enough time to study. Whether preparing for an exam or staying on top of homework, your success as a student may depend on how you use your time outside of class. These steps may offer tips to help those who are struggling to find time to balance school, work and life.

- Identify Your Priorities
- Analyze Your Routines
- Eliminate Unnecessary Tasks
- Test and Make Adjustments

### **Scheduling your time:**

Time management is all about being in control of your life. It involves organizing your time both study and personal into manageable sections that will allow you to complete your programme of study.

A student must devote some time to the process of thinking about how to prioritise and organize his or her study schedule. This study schedule has to be re-visited as the need arises to take into account a student's changing circumstances. Time management is a skill that you only need to perfect once learnt it will stay with you and will be a skill that you will use throughout your working and personal life. It is worthwhile spending some time learning how to manage your time.

### **Time management and learning style:**

Time management is not simply about organizing your time in order to complete all tasks required of you by the university. It is also about ensuring you have ample time for rest and relaxation, sports and other activities, for socializing with newly-made friends, or spending time with your family.

While figuring out how you spend time is one of the most important parts of creating your schedule, you also need to figure out how you actually study and what is your learning style. Figuring out how you study can help you determine if you can have an overlap in activities. It will also help you figure out how you can use the time you

don't normally use. Different techniques work for different people and it is suggested that you explore and use a range of techniques until you find that one that suits your working style.

### **Procrastination:**

Procrastination is the avoidance of doing a task that needs to be accomplished by a certain deadline. It could be further stated as a habitual or intentional delay of starting or finishing a task despite knowing it might have negative consequences.

Procrastination can have a negative effect on student's schoolwork, grades, and even their overall health. Students who procrastinate experience higher levels of frustration, guilt stress, and anxiety in some causes leading to serious issues like self-esteem and depression.

### **Causes of procrastination among students include:**

Lack of motivation

Low self-esteem

Fear of failure

Lack of understanding

Trouble concentrating

Perfectionism

Poor organization skills

### **How can students learn to avoid procrastination?**

Check out these tips and find out how students can stop procrastinating and start being more productive:

- Build up your confidence
- Set clear goals
- Make a project plan and stick to it
- Develop good study skills
- Motivate yourself
- Increase your understanding

