

Managing your time

At school, college or university

“Be honest with yourself – don’t give yourself only a day to study for an exam!”

Studying can get hectic, whether you’re at school or in tertiary education. If you have too many things to do and not enough time, it might help to try some **time management** strategies.

Time management means choosing how you spend your time, so that you make the most of it, and get everything done that you want to.

Here are some useful strategies to help you manage your time better:

Eat the frog! This means starting by doing the thing you really don’t want to do (the frog). When you’ve finished that, everything feels a little bit easier.

Make a study timetable. As soon as you know when your tests, assignments and exams will be, mark them on your calendar. Then think about how much time you will need to prepare for all of these, and schedule study times for yourself. Be honest with yourself – don’t give yourself only a day to study for an exam!

File your work. If you file your work every day after school, you won’t spend time looking for notes at exam time.

Cut down on activities that waste your time. Whether it’s being on social media, or watching TV, give yourself a time limit for these breaks, and stick to it!

Time management takes some planning and effort, but your future success is SO worth it. And if studying is stressing you out, take a look at our article: www.bwisehealth.com/article/how-to-manage-your-stress