7 Time Management Tips for Students

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Australian Professional Skills Institute encourages students to practice good time management so they can study effectively and get the most out of their studies with APSI. Here are 7 time management tips for students:

1. Eliminate distractions

Get rid of anything that distracts you and allows you to procrastinate from your work. While you are studying or writing, turn off your phone's ringtones and vibrations and put it in a drawer where you won't be tempted to answer calls and messages. Allow yourself to check your phone only once per hour. Get off Facebook, Messenger, Youtube and other distractions. Save them for when you are relaxing.

2. Be focused at the task at hand

Have you ever been so focused and devoted to what you are doing that time seems to have flown by? This mental state is called 'flow' – when you are completely immersed and involved in an activity. Flow actually makes you feel energized and motivated and increases enjoyment of the activity (not to mention being super-productive). To achieve flow, find a challenge, develop your skills, eliminate distractions, set aside enough time, set clear goals and focus completely on the task at hand.

3. Use a calendar

A calendar is a great way to plan your day. It'll be an easier way to schedule your appointments and remember your obligations. It can also help you to study in blocks and devote time to different subjects. Set up a calendar on your phone or computer and ensure you stick to it. Factor in extra time in case an activity takes longer than expected.

4. Use a checklist

A checklist is a great way to ensure you stay on task, by listing your tasks and checking them off one by one once completed. It also gives you a sense of accomplishment to tick off tasks when completed.

5. Get organised

Once you have your calendar and checklist set up, you should be well on your way to being better organised. Being organised will save you a lot of time and allow you to allocate and manage your time better. Set up simple systems, such as document filing.

6. Schedule rewards

You need to treat yourself when you do the right thing. Take a few minutes out of every hour to take a break and do something you enjoy, like go for a walk or watch some TV. The break will also allow your brain to relax and be more productive when you return. However, whatever you do, make sure you don't overindulge until you have completed your tasks.

7. Get a good night's sleep

A good night's sleep is essential to make sure your body and mind is rested and fresh for the next day. It can be hard to concentrate if you didn't get 7 to 8 hours of sleep in the night before. Pulling an all-nighter studying is less productive then consistent study. Manage your time better by including sleep in the schedule.

APSI hopes that with these 7 tips, you can improve your time management skills and get the most out of your time, whether it be studying, playing or living.