



Australian
National
University

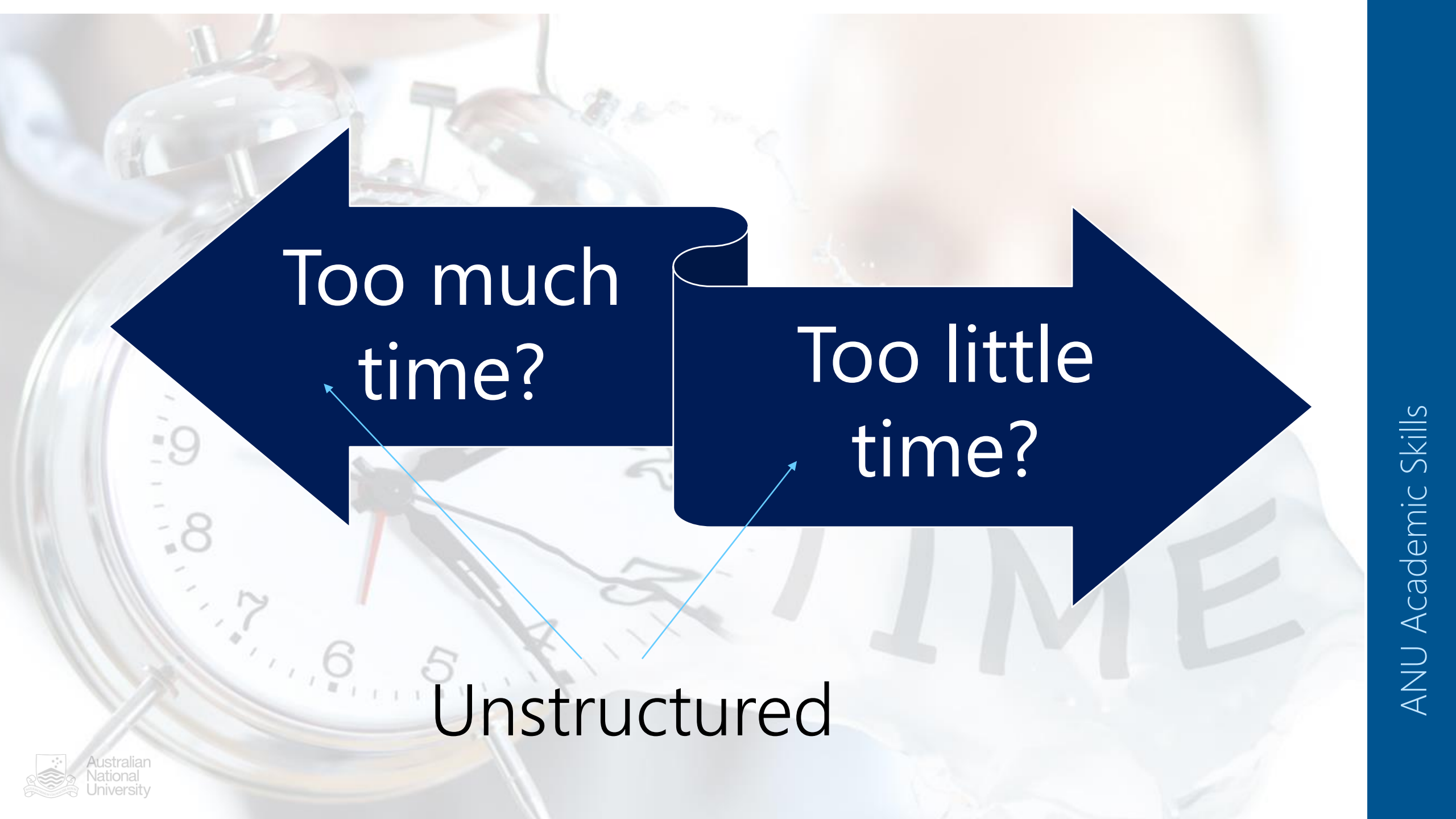
Managing your time

ANU Academic Skills

ANU Counselling Centre

Orientation Week July 2019





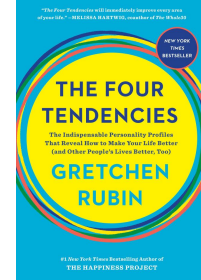
Too much
time?

Too little
time?

Unstructured

Know yourself

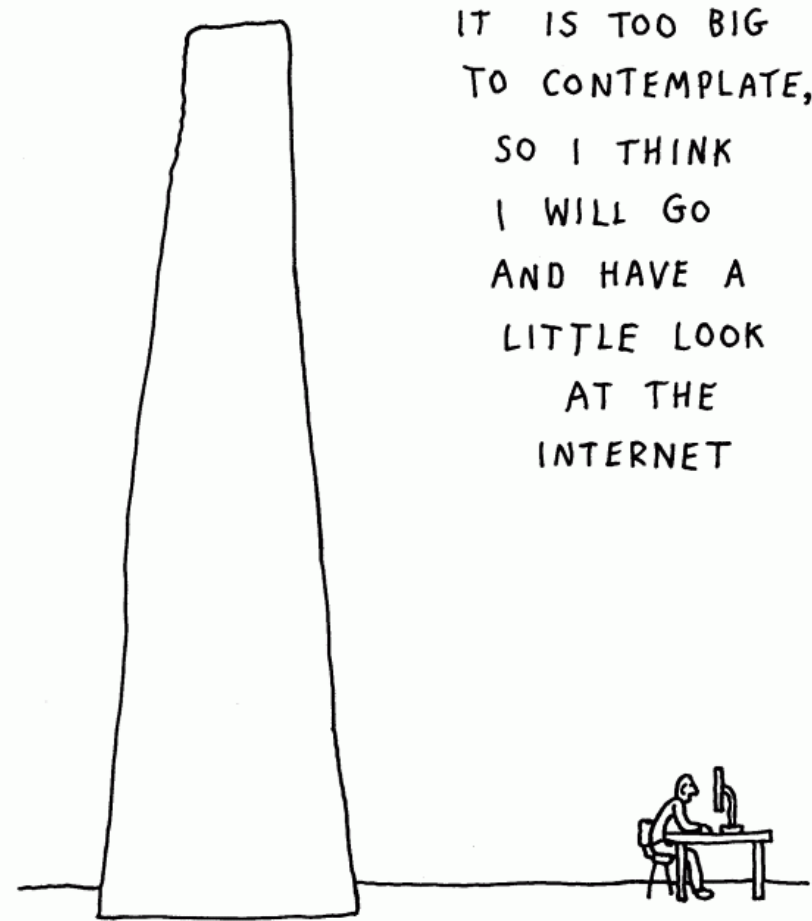




Activity



- Discuss in your groups – what helps you to stay accountable when meeting an expectation?
- What strategies have you used in the past?
- What do you think might work in your studies?



davewalkercartoons.com



Bigger picture planning = break down your tasks

Australian National University		SEMESTER PLANNER																Exam		
Course	Weeks		1	2	3	4	5	6	Break	Break	7	8	9	10	11	12		Exam	Exam	Exam
	Tasks	%	20/2	27/2	6/3	13/3	20/3	27/3	3/4	10/4	17/4	24/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6	
BSC2-00-1-002-00-1	Tut Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE							
	Mid semester	25									DUE									
	Report	15											DUE							
	Exam	50																DUE		
BSC2-00-1-002-00-1	Mid sem	30											DUE							
	Tut tests	10				DUE							DUE							
	Exam	60																DUE		
BSC2-00-1-002-00-1	Tut Quiz	15		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE					
	Mid semester	25									DUE									
	Exam	60																DUE		
BSC2-00-1-002-00-1	Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE					
	Assignment	30				DUE					DUE				DUE					
	Exam	60																DUE		

Academic Skills & Learning Centre
W anu.edu.au/students/learning-development
E academicsk@anu.edu.au
T +61 2 6125 2972

Counselling Centre
W anu.edu.au/students/health-wellbeing/counselling
E counselling@anu.edu.au
T +61 2 6125 2442

Access & Inclusion
W anu.edu.au/students/health-wellbeing/diversity-inclusion
E access.inclusion@anu.edu.au
T +61 2 6125 6036

Careers
W anu.edu.au/students/contacts/student-experience-career-development
E careers@anu.edu.au
T +61 2 6125 3593

Medical Services
W anu.edu.au/students/health-wellbeing/medical-services
E health.reception@anu.edu.au
T +61 2 6125 3598

ANUSA
W anusa.com.au
E sa.admin@anu.edu.au
T +61 2 6125 2444

PARSA
W parsa.anu.edu.au
E parsa@anu.edu.au
T +61 2 6125 4187

Dean of Students
W anu.edu.au/students/contacts/dean-of-students
E dean.students@anu.edu.au
T +61 2 6125 4184

Chaplaincy
W anu.edu.au/students/contacts/chaplaincy
E chaplaincy@anu.edu.au
T 6125 4246

Emergency
T 000
ANU Security
T +61 2 6125 2249 (Press 1 for Emergency)



Establishing a routine - work out your weekly pattern

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM							
8:30 AM							
9:00 AM				STAT-Lect			
9:30 AM	BUSN-Lect.						
10:00 AM							
10:30 AM		FINM-Lect.					
11:00 AM							
11:30 AM							
12:00 PM	BUSN-Tute		STAT-Lect.				
12:30 PM							
1:00 PM		FINM-Tute	STAT-Tute				
1:30 PM							
2:00 PM		ECON-Lect.		STAT-Lect			
2:30 PM							
3:00 PM		ECON-Tute					
3:30 PM							
4:00 PM	ECON-Lect.						
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM		STAT-Lect.					
6:30 PM							
7:00 PM	WORK		WORK				
7:30 PM							
8:00 PM				SPORT			
8:30 PM							

TIME BUDGET: Yellow zone (must do): 23 hours Orange zone (would like to do): 46 hours Green zone (study blocks): 36 hours

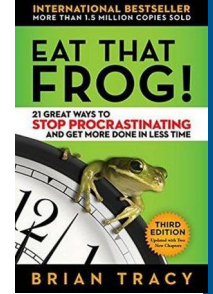
Notes for creating a time budget: Use yellow to mark the hours when you have definite commitments (classes, paid work, "have to do" activities). Use orange for hours you would prefer not to study (social, not your preferred time to study, etc). Use green to mark the remaining areas. These are your study times. Now add up the hours for each zone. Remember that ideally you need on average 10 hours (classes plus study) for each course. So your yellow and green zones should total around 40 hours per week. Otherwise you may need to adjust your orange zone.



Completing tasks - Develop lists to plan study sessions

Task list

Today's to-do list



BUSB Report

1) ~~PREPARATION~~

- ~~choose competitor~~
- ~~get background info~~

2) ANALYSIS

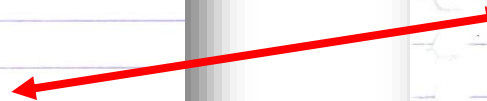
- ~~gather data~~
- perform calculations
- further research

3) WRITING

- report plan
- First draft
- Re-draft + edit

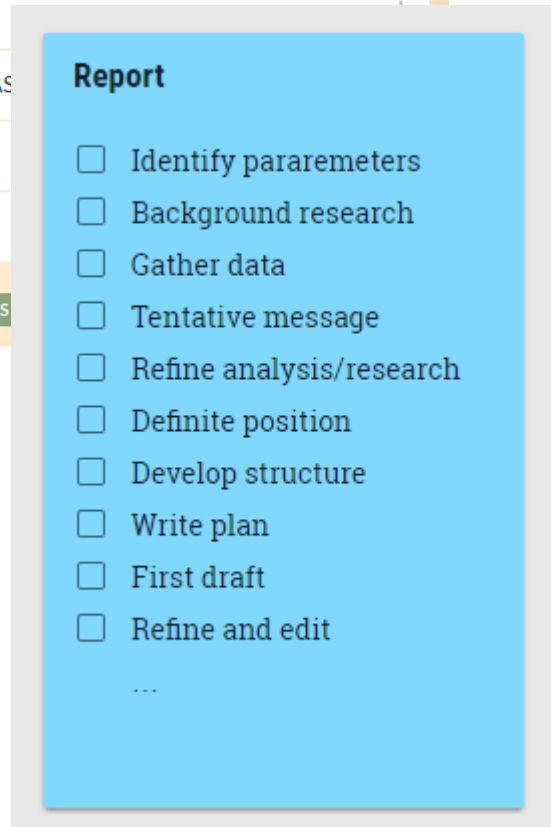
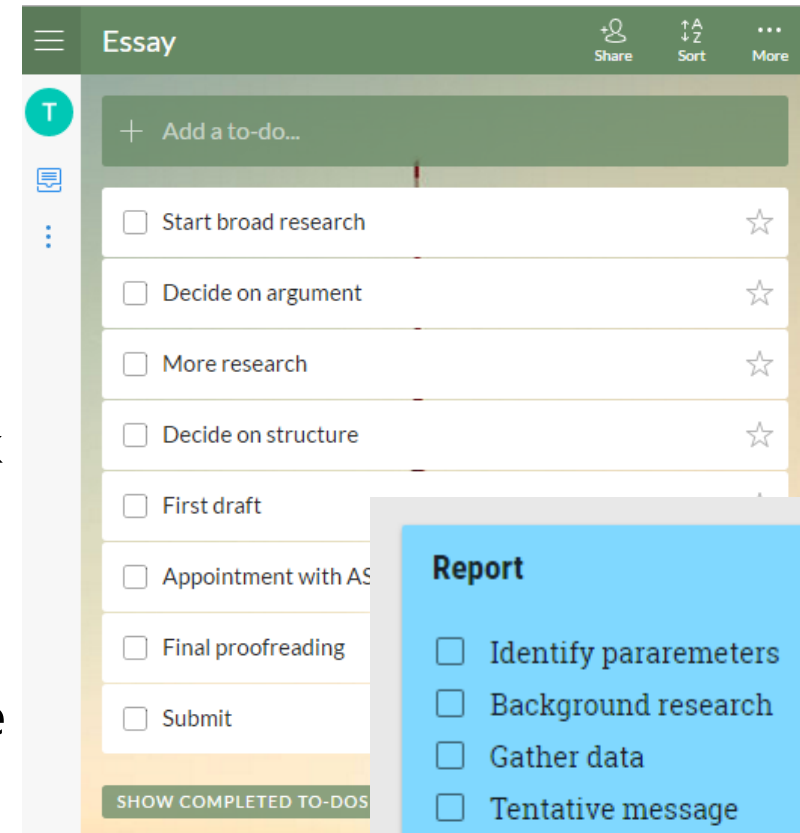
TO DAY

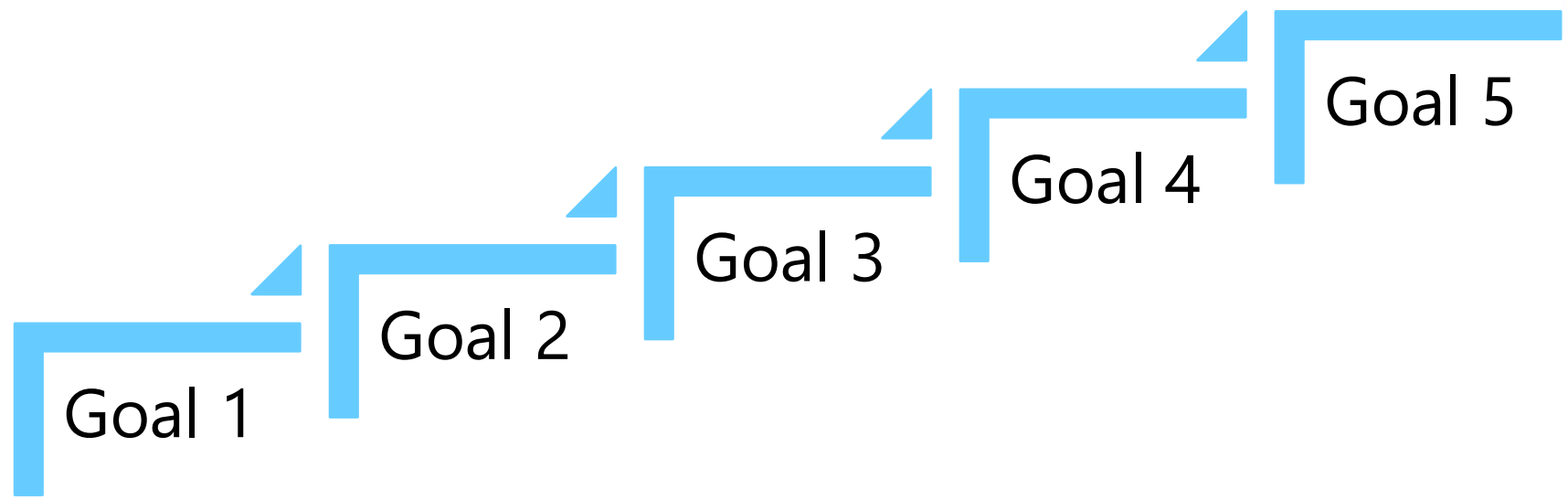
- * Summarise ECON lecture
- * Practice for STAT quiz
- * Prepare for STAT assignment 1
- * Perform calculations for BUSB report
- * **Revise for ECON tute test**



Electronic to-do lists

Tool	Description
Wunderlist	A simple list application for making quick to-do list that you can access on multiple devices
Evernote	Also a list application but includes lots of other tools such as notetaking. Has a free and a paid version
Google Keep	Works like post-it notes that you can colour code. Simple, free and effective
Trello	A more serious project management tool that allows you to share lists with others and allocate tasks across a group

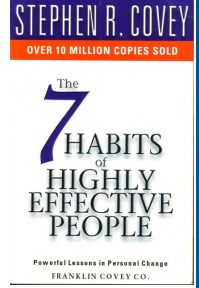
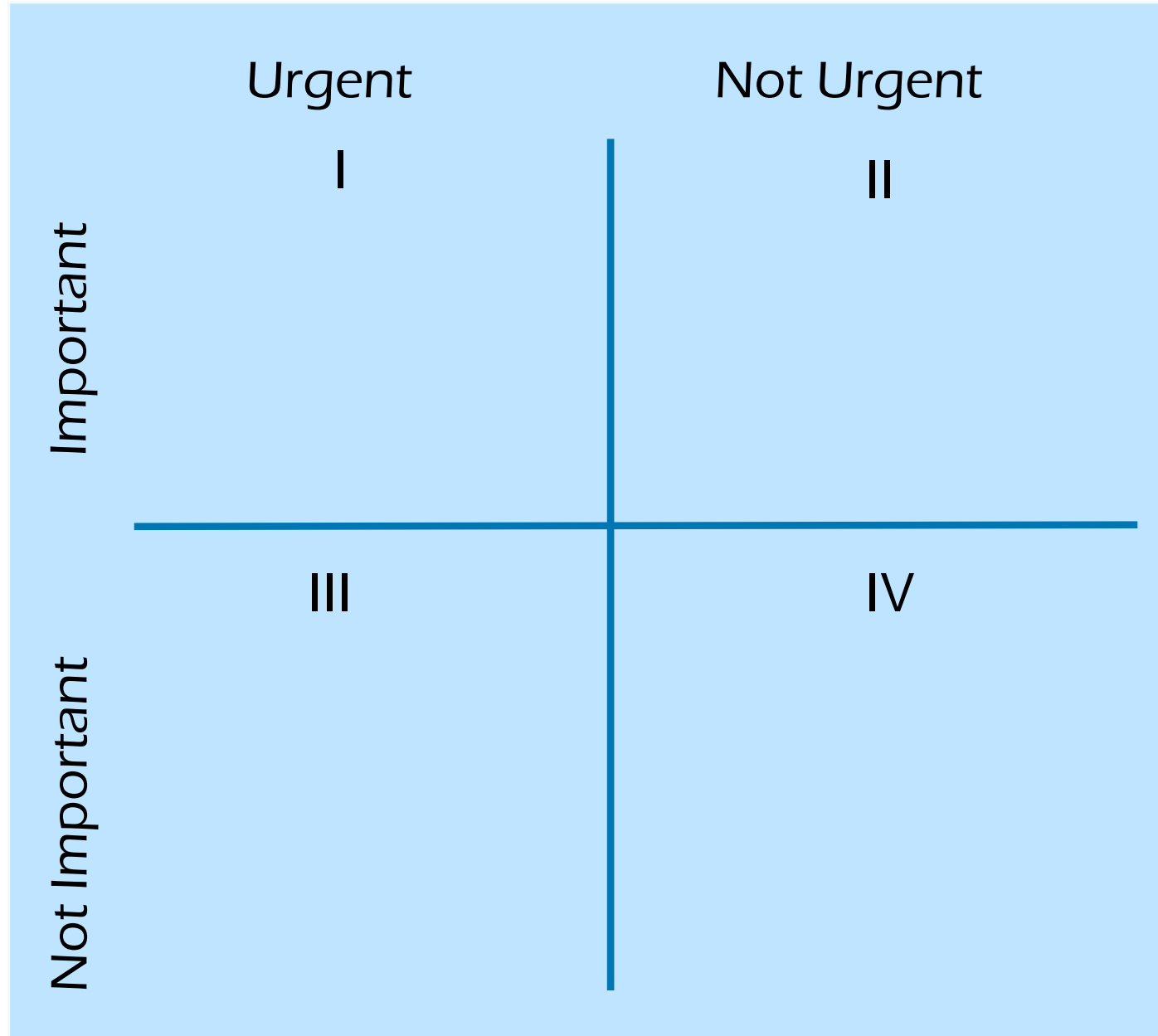




How do you work out what to prioritise?



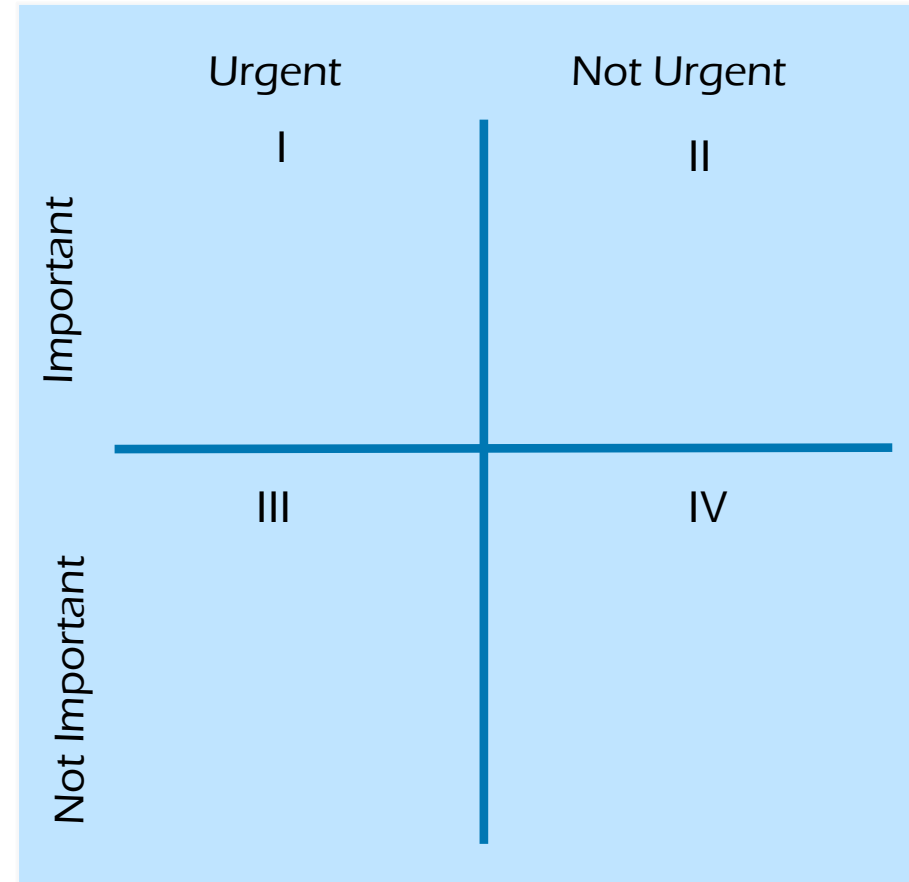
Covey's Quadrants

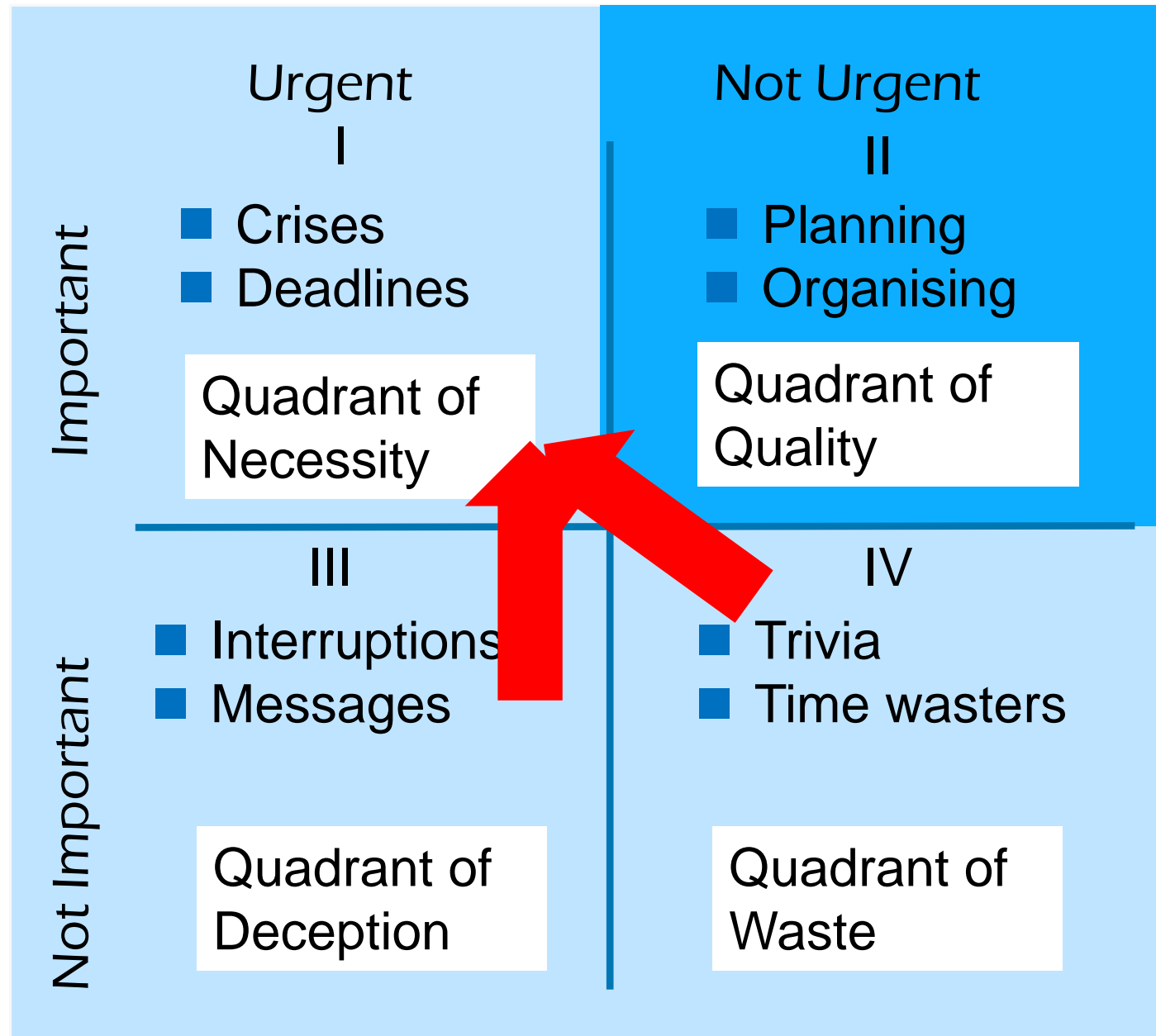


Activity

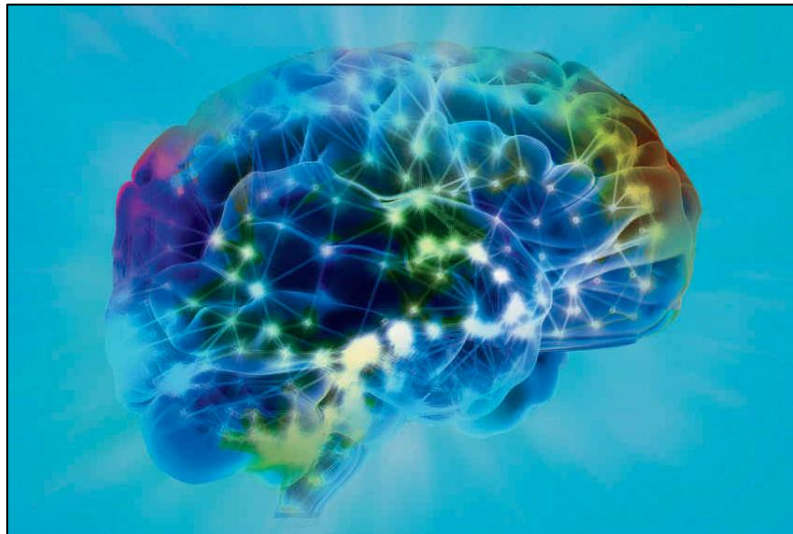


- Discuss in your groups – what sort of activities do you think fall into the quadrants?
- Discuss how you distinguish what is important





How we reinforce knowledge/create good habits



From: <https://www.amazon.com.au/>

- It takes 21 days of deep thinking for a thought to become long-term memory
- It takes two more 21-day cycles (another 42 days) for a habit to form and solidify
- These thoughts/habits can be positive/ constructive or negative/destructive

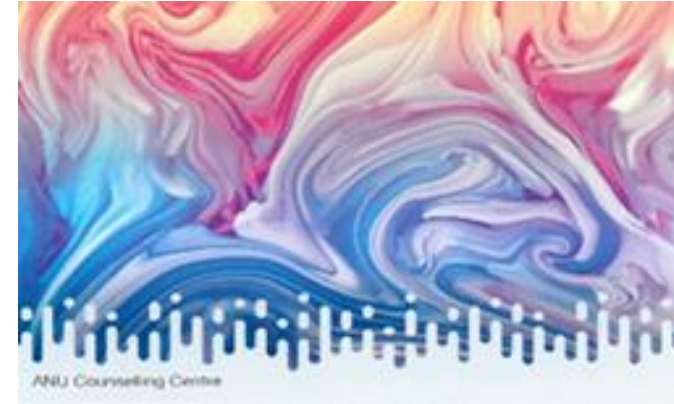
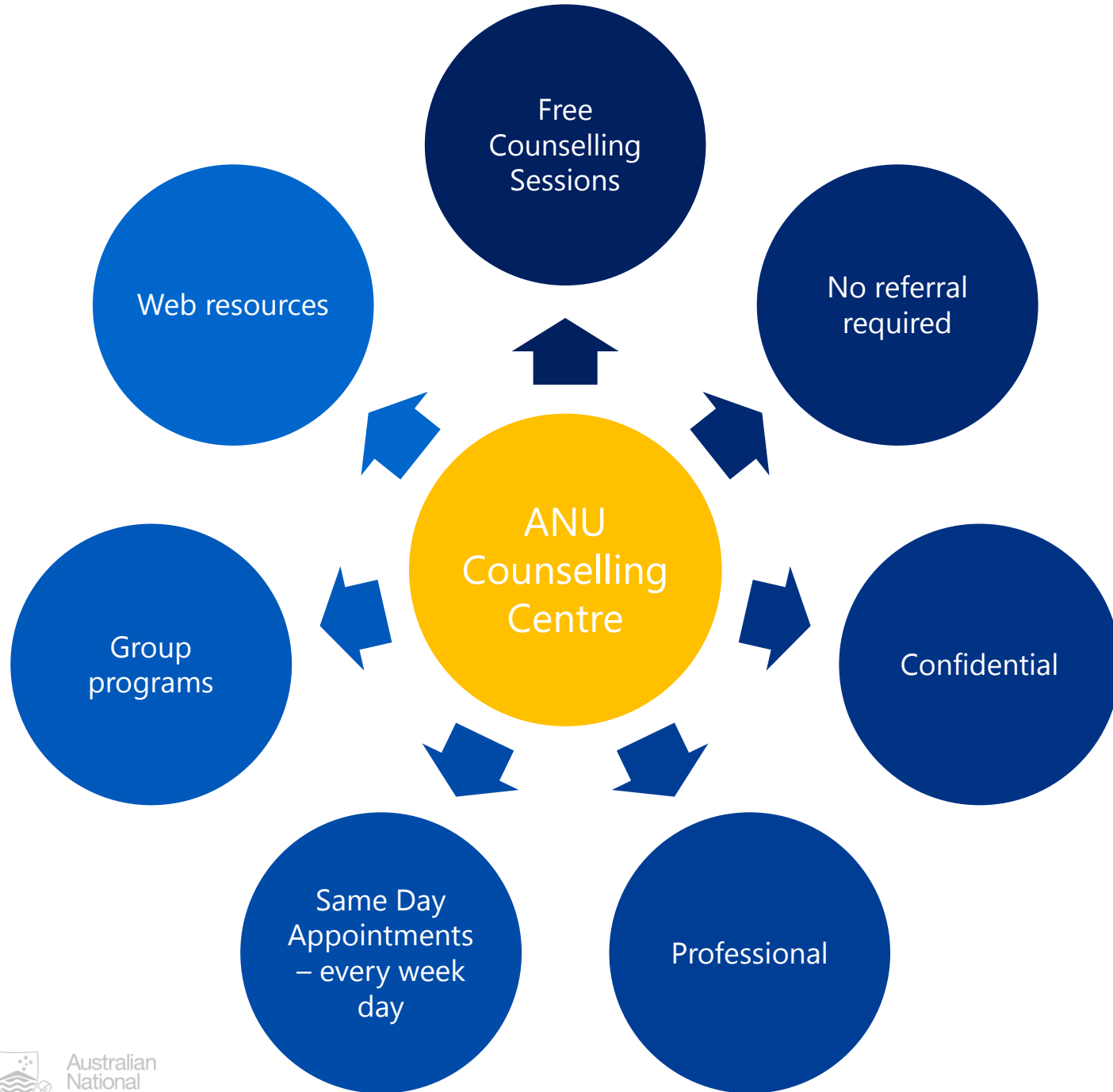


✓ Break
bad
habits



✓ Develop
good
habits





Appointments:

T: 6125 2442

Level 3, Health and Wellbeing Building,
Kambri

(currently Building 18, Level 1, North Rd)

Open Monday to Friday: 9am to 4.45pm

<http://www.anu.edu.au/students/contacts/counselling-centre>



ACADEMIC SKILLS

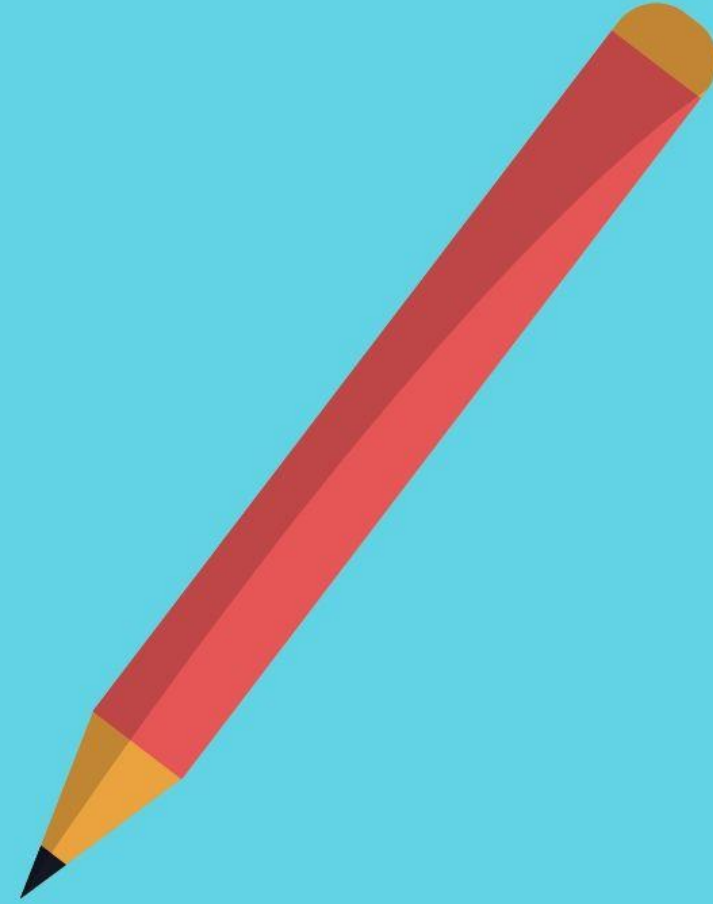
WRITING CENTRE

Bring a fresh perspective to your work!

LEVEL 3

DI RIDDELL STUDENT CENTRE

OPEN ALL YEAR



For more information, or to book an appointment



anu.edu.au/academicskills



6125 2972



academicskills@anu.edu.au

ANU
ACADEMIC
SKILLS



MON – FRI

11AM TO 1PM

MARIE REAY
TEACHING CENTRE

DURING
SEMESTER

DISCUSS YOUR WRITING AND ASSIGNMENTS
WITH A TRAINED PEER MENTOR

PEER WRITING SERVICE



LET'S SPEAK ENGLISH!

Join fun conversation groups,
make new friends and meet
local students! All ANU
students welcome.
Weeks 1-12, semester 1 and 2



12-1pm
Mon-Fri



Moran G7
Building
#26B



anu.edu.au/english

ANU
ACADEMIC
SKILLS

Useful books referred to in presentation

