

Transcript

Title: Student Success Coach - Time Management

Creator: Learning Design and Innovation Hub and Student Success Coaches

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Hi, my name is Mark, this is Judy, and we're here to talk about Time Management.

We all know what it feels like where there is so much to do you just don't know where to begin. You're attending classes, working on assessments, and studying for tests – all while trying to juggle this with everything else going in your life. Sometimes it can all feel a bit too much.

Effective time management involves planning for how you will use your time in order to achieve your goals. This is a skill you can learn that will help you succeed in both your life and your career.

Some strategies for using your time effectively include setting priorities, understanding how you use your time, deciding how to allocate your time, and breaking bigger tasks down into smaller tasks so you have a clearer picture of how much you have to do.

Another great strategy is to utilise systems and tools to help you manage your time, and we'll be sharing these with you in our resources section. We'll share a link to it at the end of this video.

There are three important components in managing your time effectively.

Firstly, you should have a clear understanding of what is coming up, such as due dates, tests, and classes, plus all your other life commitments - your job, family time, and community responsibilities.

Secondly, having a clear understanding of what you need to do in order to complete each of those tasks is really important.

And finally, being able to make decisions about where your study and other tasks will fit into your calendar, in order of priority.

Understanding how you spend your time can be powerful in helping you accomplish your goals.

When planning out your time, be realistic about how long things will take. Allocating the right amount of time to a task means you place less pressure on yourself and are less likely to rely on getting things done last minute.

When writing out a to-do list, it's common to write out the biggest tasks due. However, when tasks are this big it can feel challenging to know where to begin. A good strategy to help with this is to break a big task down into smaller tasks.

Having shorter tasks can make it feel more achievable and also gives you a place to start. It also allows you to tick more items off your to-do list which can help with creating a sense of accomplishment and forward momentum.

Make sure your time management system is clear and easy to use, allows you to track your work and gives you a realistic overview of the work you need to achieve.

For more information and resources for creating your own time management system, please see the resources section.

Be sure to check out the other videos in this series for more topics to help you succeed in your studies.

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