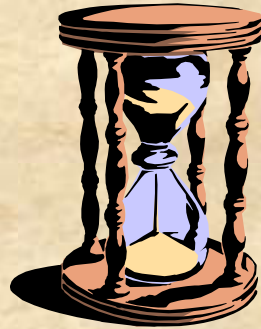


*SEN-SRN Conversion Course*  
*March 2003*

## Study Skills Module



# Time Management

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# Lecture Overview

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- 📄 Introduction - Why manage time?
- 📄 Special considerations to get organised
  - Where? Who? What? When?
- 📄 Planning Study time
  - Some important hints
- 📄 Conclusion



# Introduction

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## Why Manage Time??

- 📄 Requires careful thought - Not easy
- 📄 Need to set aside time for studying
- 📄 Used to study long time ago
- 📄 Presently already full life, social, work etc...



## But...

- 📄 Does not mean putting aside other activities
- 📄 Readjustment of time
- 📄 Fulfilling long term personal ambition

# Special Considerations - Where??

## Find somewhere....

### Comfortable

- Venue: Depends on circumstances
- Desk, chair, environment comfortable
- Adequate space for books, journals, notes etc.



### Quiet

- Avoid disturbance especially children
- Consider the library itself (break times)
- Where ever you choose - Least distraction

# Special Considerations - Who??

## Alone, pairs or in Groups?

📄 *Alone* - Consider the above

📄 *In groups:*

- Decide most suitable venue
- Negotiate who is to do what by when
- Ensure everyone pulls his or her weight
- Very easy to get distracted
- Frustrated if targets are not met
- Aware of **who is & who is not** producing
- Be critical and honest with each other



# Special Considerations - What??

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## *Formatively*

**Not contributing directly to the overall mark**

- Maximise learning and student's initiative
- Builds on student's strength
- Teacher & student identify weaknesses and learning needs
- Encourage student to participate in self-assessment

## *Summatively*

**Assessed work - need to be passed**

- Assignments
- Final examinations



# Special Considerations - **When??**

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- 📄 **Best suits** your commitment
- 📄 When you are at **your best**
- 📄 Get adequate **rest and relaxation**
- 📄 **May need to sacrifice** some time for hobbies
- 📄 **Don't give up hobbies**, they reduce stress
- 📄 Amount of **time vary** along the course
- 📄 **Concentration time** increases by time



# Planning Study Time - Useful Hints (1)

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## *Use daylight as much as possible*

- 60 min daylight = 90 min night time (*Pauk, 1989*)

## *Study soon after lecture*

- Better retention and understanding
- 5 minute review test after lecture most beneficial (*Pauk, 1989*)

## *List and do tasks according to priorities*

- Draw a timetable each week, put priorities first
- Add \* extra time to estimated time required



# Planning Study Time - Useful Hints (2)

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## *Start long jobs ahead of time*

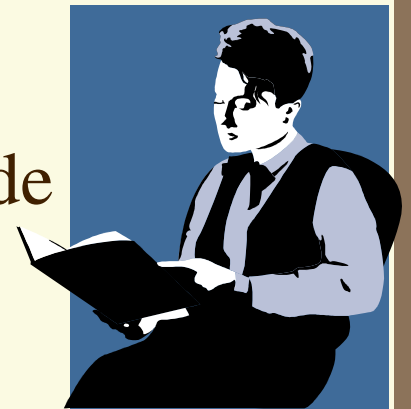
- Avoid cramming and the resultant poor quality

## *Be realistic*

- Do not plan for too many study periods
- Increase commitment if successful

## *Discover how long to study*

- Approx.: 1 hr in class: 2 hours outside
- Adjust accordingly



# Planning Study Time - Useful Hints (3)

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## *Plan blocks of time*

- Optimum efficiency: 50min. study, 10 min. break
- Shorter period: to studying notes & memorising

## *Have an agenda for each period time*

- Be specific as to what tasks need to be accomplished
- Set Targets - short and long term targets
- Gather reference material and long term targets

# Planning Study Time - Useful Hints (4)

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## *When you fail to meet deadlines*

- Decide what to give up to complete work

## *Review your work regularly*

- Helps to see progress, identify what is needed
- Keep list of people (and telephone numbers) that could help you

## *Inform important people in your life re your study schedule*

- This avoids frustration, anger and irritation

# Conclusion

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Process is important, not just survive.

Therefore:

📄 **Get organised**

📄 **Get the best out of yourself**

📄 **Meet new people & Welcome new challenges**

📄 **Enjoy the course**

📄 **Good Luck**

