Managing Your Time
Manage your time at three levels

Long View – overall outline
Semester Planner – major events planned at beginning of semester

Medium View – general detail
Weekly Planner – every day events planned at beginning of each week

Close Up – fine detail
Daily To Do List – hourly breakdown of tasks planned the night before
Include in your semester planner only the major dates:

- Exam and assignment due dates
- Birthdays, holidays, anniversaries, special events
### Semester Planning – The Long View

#### Example of a Semester Planner

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>0</td>
<td>Orientation Week</td>
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<td>4</td>
<td>Michael’s Birthday</td>
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<td>Ekka Public Holiday</td>
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<td>Melissa’s Concert</td>
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<td>6</td>
<td>MES103 Ass (50%)</td>
<td></td>
<td>MTS 213 Exam in Tut (20%)</td>
<td></td>
<td>MTS101 Tutorial Activity Log (40%)</td>
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<td>7</td>
<td>Mid Semester Break</td>
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<td>8</td>
<td>Prac Week</td>
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<td>MTS144 Ass (40%)</td>
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<td>9</td>
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<td>MTS144 Group Oral (Tut) (30%)</td>
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<td>AFL GRANDFINAL</td>
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<td>NRL GRANDFINAL</td>
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<tr>
<td>11</td>
<td></td>
<td></td>
<td>My Birthday</td>
<td></td>
<td>Birthday Dinner at Romano’s</td>
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<tr>
<td>12</td>
<td>MES103 Ass (50%)</td>
<td></td>
<td></td>
<td></td>
<td>MTS101 Tutorial Activity Log (40%)</td>
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<td>13</td>
<td></td>
<td>MTS213 Ass (40%)</td>
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<td>14</td>
<td>Study Week</td>
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<td>15</td>
<td>Exams</td>
<td>MTS144 Exam (30%)</td>
<td>MTS101 Exam (20%)</td>
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<tr>
<td>16</td>
<td>Exams</td>
<td></td>
<td>MTS213 Exam (40%)</td>
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</tbody>
</table>

#### Dates are fixed:

Put this up where you will see it often and plan ahead around this dates.

- **Yellow**: Assessment
- **Red**: Family
- **Green**: Like to go to
- **Orange**: Prac
- **Blue**: No lectures

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**Managing Your Time**

a university for the real world®
Weekly Planning – The Medium View

Include in your weekly planner everyday events:

- Lectures, tutorials, study time
- Work, exercise, travel time, caring for the family, socialising
### Weekly Planning – the Medium View

#### Some events are fixed but planning is more flexible

Use the little bits of time between fixed appointments to complete small tasks – revise one lecture or do one reading.

#### Example of a Weekly Planner

<table>
<thead>
<tr>
<th>Week 9</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>6am – 7am</td>
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<td>7am – 8am</td>
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<tr>
<td>8am – 9am</td>
<td>Find info for MES103 Ass</td>
<td></td>
<td>MES103 Ass – reading &amp; notes</td>
<td>MES103 Ass – reading &amp; notes</td>
<td></td>
<td></td>
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<tr>
<td>9am – 10am</td>
<td>MES103 Readings for Tut</td>
<td>MST213 Readings for Tut</td>
<td>MES103 Ass – reading &amp; notes</td>
<td>MES103 Ass – reading &amp; notes</td>
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<td>9.15 Meet Phil for coffee – Merlo’s</td>
<td>Visit Mum</td>
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<tr>
<td>10am – 11am</td>
<td>MTS101 Lecture</td>
<td>MTS101 Tutorial</td>
<td>MTS144 Lecture</td>
<td>MTS213 Ass – find info</td>
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<td>MTS213 Lecture</td>
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<td>11am – 12pm</td>
<td>Lunch &amp; computer games</td>
<td>Lunch &amp; computer games</td>
<td>Lunch &amp; computer games</td>
<td>Lunch &amp; computer games</td>
<td>Work 12 – 10</td>
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<tr>
<td>1pm – 2pm</td>
<td>MES103 Lecture</td>
<td>Lunch &amp; computer games</td>
<td>MTS144 Tutorial Group Oral (30%)</td>
<td>Travel to work</td>
<td>Revise/rewrite lecture notes and readings for this week. Concept maps</td>
<td>Watch AFL Grand Final at Joe’s BBQ</td>
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<tr>
<td>2pm – 3pm</td>
<td></td>
<td>MST213 Tutorial</td>
<td>Lunch &amp; computer games</td>
<td>Work 2 – 10</td>
<td></td>
<td>Go home and go out</td>
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<tr>
<td>3pm – 4pm</td>
<td>MES103 Tutorial</td>
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<td>MTS101 Tutorial Activities</td>
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<tr>
<td>4pm – 5pm</td>
<td>Find info for MES103 Ass</td>
<td>Group Practice for Tut – R403</td>
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<td>5pm – 6pm</td>
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<td>7pm –</td>
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Daily Planning – Close Up View

This ensures that you still get the important things done even if the unexpected occurs.
Managing Your Time

Plans made at the beginning of the week often don’t work on the day.

Be willing to be flexible in your plans but make sure you stay focused on what is most important.

Writing things down helps you not to forget.

Daily Planning – Close Up View

TO DO - Thursday, Week 9

7-8am  Gym
8-10am  MES103 Assignment
10-11am  Coffee with Tan and Melinda about MTS213 Assignment
Do MTS213 tomorrow morning
11-12  MTS213 Assignment – find info
Cancel computer games with Bernie
12-1pm  Lunch & computer games with ________ Bernie
12-1pm
1-2pm  Travel to work
12-8pm  Shift change for work
2-10pm  Work
Buy bread and meat for BBQ on Sat
Return books
Don’t forget to ring Mum about the cat
Important to note …

… keep your balance
Step by step the acrobat’s feet control the pace and direction to get to his goal

Long term goals are achieved by doing assignments, studying for exams, getting qualifications and moving into a career

The acrobat’s arms maintain his balance or else he would fall

Balance in our lives is maintained by friends, leisure, family, exercise, hobbies, fun, rest, play

If you balance your work for future goals with recreation for present needs you are more likely to achieve success
Image References (in order of appearance)

PAGES 1-5


tanakawho, 'Chinese New Year Celebration ', In: http://www.flickr.com/photos/28481088@N00/2253651915/, ed, 2008, blue yellow chinese new year dragons


Image References (in order of appearance)

PAGES 5-10


Nicole Mays, 'ready to go', In: http://www.flickr.com/photos/mnicolem/777228739/, ed, 2007, pile of red suitcases next to the front door