

TIME MANAGEMENT

Managing your time effectively can be your key to success at SAE Institute.

You are expected to manage your schedule, pace yourself and organise your learning. This includes allocating suitable amounts of time to planning and writing assignments.

Tips:

- Use a **planning tool** like a calendar or semester schedule.
- Complete a **weekly plan** to allocate sufficient time to each unit of study.
- Look carefully at the **learning outcomes** of the unit guide – these are guides to what you are expected to learn in the unit and how you will demonstrate your learning through your assessment tasks.
- Refer to the learning outcomes when you are actually writing the assessment tasks.
- Read and understand your **unit outline** carefully and plan your time around the assessment schedule.
- **Start assignments early** to give yourself time for planning and alleviate potential stress.

Maximising the use of your time:

- Decide **when** it is best to do which tasks.
- Decide **where** you will work the most effectively – library, labs, studios, home?
- Decide **how** you learn the most effectively.
- **Make lists** of tasks to be completed.
- **Make time to relax** and turn off.

Remember :

Set realistic goals, be flexible, recognise your strengths and weaknesses!

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