

# Learning Skills

## Time Management

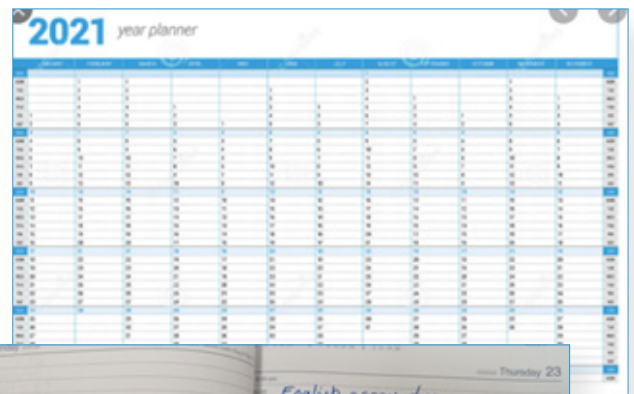
Study  
skills

**Use these strategies to get work done on time and save a lot of stress and hassle later on!!**

### 1. Use the right tools

**Use a yearly planner to get a big picture overview of the year.**

When are the holidays coming?! When are exams?

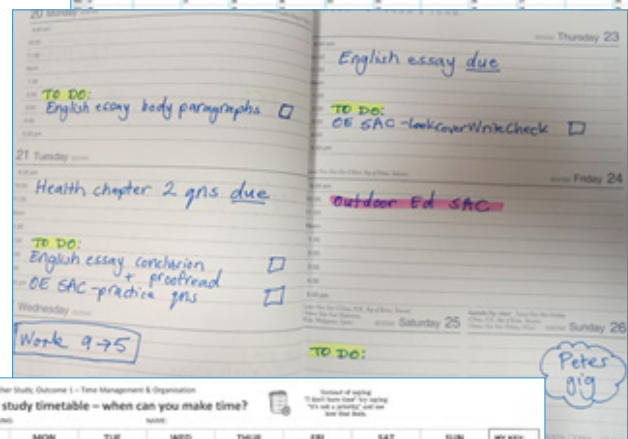


**Use your diary to keep track of due dates & SACs and create a daily to-do list.**

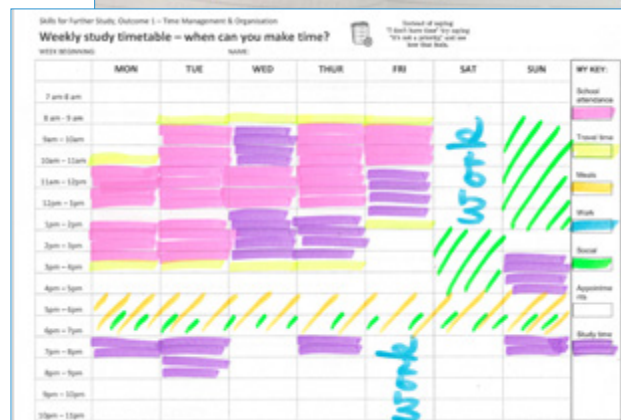
Most students work best with a paper based diary. Otherwise you could use a phone calendar/app with alerts.

Write in SAC dates and homework due dates as you get them.

Write in a daily to do list detailing your homework (set tasks) and revision (own study). Tick or cross off tasks as you complete them. Put anything not completed on the next day's to-do list.



**Use a weekly planner to work out the best times in your week to study...and keep yourself accountable!**



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### 2. Prioritise tasks

If you have lots to do at once prioritise tasks based on level of importance and urgency. Tasks which are most important (eg. work requirements, SAC study) and most urgent (eg. due the soonest) should be done first.

### 3. Get things done – ACTION not procrastination!!

Here's some ideas for how to stop procrastinating and get the work done:

- Work first – Relax later!! Get the work done as early in the day as you can
- Find a spot with minimal interruptions. If you need to leave the house and go to a library
- Put your mobile phone on silent and turn off all chat and social networking sites for a set period of time
- Learn to tell friends and family 'no', or 'not now, but maybe later'
- Keep coming back to your goal - every bit of study will help you do better

#### Pomodoro method

- Set the task - what are you going to work on?
- Set a timer for 20-25 minutes
- Work on task (with no distractions) until time is up
- Take a short break
- Do another session if needed



#### Salami method

- You wouldn't eat a salami in one go, so don't try and do a big task in one go!!
- Break up bigger tasks into smaller slices (and plan when to complete each slice using diary)



#### Swiss cheese method

- Ever little bit you do will help fill in the holes and make a difference
- Use 'little bits' of available time eg. 20 minutes between classes
- If you don't know where to start just set small tasks



### 4. Reward and balance to keep going

What are your **intrinsic rewards for study?** eg. feelings of relief, satisfaction, control, achievement

What are your **extrinsic rewards for after study?** eg. tv/gaming/social media as a reward after study

**What things are best to help you keep balanced and maintain your study and wellbeing?**