

# Managing Study Time

To be able to study effectively and efficiently is one of the most important keys to academic success. Secondary students need to learn the **skill of time management**. We cannot create time. There are so many hours in a day and so many days in a week. All students who want academic success must learn how to use the time they have to their best advantage.

## **DIARIES:**

For most secondary students a diary is a compulsory item that must be purchased ready for the beginning of the school year. The diary is a reference for many things including school rules, uniform code and lesson times. It's most important purpose however is to help you organize your time. During the course of each day you will be given assignments or homework tasks which should immediately be entered into your diary. You may also be given notice of excursions or seminars which you are expected to attend. All of these details and information should be recorded in your diary. You can also record out of school activities like sports practices and music lessons. If you use your diary regularly, not only are you less likely to forget things but you have a clear understanding on a daily basis of what your time commitments are.

## **WEEKLY PLANNER**

Most school dairies have a section on each page where you enter details of homework, tests and assignments. At the end of each school day record the details of the work or tasks that you have been given onto a weekly planner. When you have done this you can allocate homework time or study time to each task in priority order so that you can be sure of completing each task on time and allow yourself enough time to complete the task well. If for example you are told on Monday that there will be a Science test on Friday then you need to allocate time between Monday and Thursday to prepare for the test. You may have many other things to do but if you were to allocate 30 minutes each evening to Science test revision by the time the test comes around on Friday you will have completed 2 hours of preparation. Using a weekly planner helps you to get the most from the time that you have. If you were to leave the test preparation until the night before it is unlikely that you would be able to spend two hours preparing.

## TERM PLANNER

An extension to weekly planning is a term calendar. This helps to make time management even more efficient. By entering due dates for assignments, examination dates and test dates you can better manage the time that you have to complete the tasks on time and to a high standard. When you enter information onto your weekly planner transfer all due dates onto the term calendar at the same time. Again this gives you a clear understanding of what your commitments are for the whole term. Some of these dates you have at the beginning of the term. It is likely that you will be informed of examination dates at the beginning of the year. You can also use the term calendar to list and record any out of school commitments that you may have. This could be a family event, a music performance or a sports competition. Record as much information as you can so that available study time is clear.

Time management can sound like a boring and tedious task. Recording information into your dairy, onto a weekly planner or a term calendar takes very little time but the results that can be achieved from this level of personal organization are quite amazing. All students are busy, but those who perform best at school are those who are well organized. Lack of time management places students under considerable pressure especially in senior high school. Being rushed never produces the best result. Learning and applying time management skills at school will help to make you an organized and efficient person in all aspects of your adult life. Take up the **time challenge** and experience the difference!

If you would like to learn more about **good study techniques**, visit [Stirling Education's website](#).