



Country
Universities
Centre

WESTERN RIVERINA



A GUIDE TO TIME MANAGEMENT

PURPOSE OF DOCUMENT

This guide is designed to provide students with time management techniques and determine what may work best for their studies.

TECHNIQUES

Pomodoro Technique

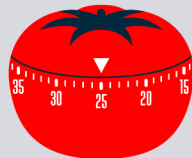
Idea: Breaking down work/study sessions into 25 minute blocks to keep you on track and focused on a given task.

Method:

1. Choose a single task
2. Set a timer for 25 minutes
3. Focus on your task until the timer rings
4. Take a 5- 10 min break
5. Repeat steps 1-4 for 4 rounds (total of 2 hours worth of work)
6. Take a longer break (20-30min) after a few rounds if needed

[Pomodoro Timer](#)

[More Information](#)



Eisenhower Matrix

Idea: By sorting tasks based on urgency and importance, the matrix guides you to set your priorities within given tasks. Time should be allocated according to the importance and urgency that a task holds.

Method:

1. Draw a table as the template below
2. Sort out the tasks based on their urgency and importance
3. DO the ones that are urgent and important
4. Delegate the ones that are urgent but not important
5. Decide when to do the ones that are important but not urgent
6. Delete the tasks that are neither urgent nor important

[Template](#)

[More Information](#)



TECHNIQUES CONTINUED...

Time Blocking

Idea: Break the time of the day into blocks and allocate tasks for each block. This helps you to visualise which tasks should be done when and gives yourself to block out time for rest as well.

Method:

1. Create a table resembling a daily schedule (time on left column, tasks on the right) – recommend 30min or 1hr blocks
2. Allocate tasks to each block based on the estimated time needed for completion of the task
3. Add buffer time and breaks in between to allow some flexibility

[More Information](#)



80/20 Pareto Rule

Idea: 80% of outcomes come from 20% of action. Studying 100 different things won't get you a 100% mark, but studying the 20 highest yields will get you 80% of the marks.

So basically, if you can identify the 20% of work/tasks that's driving the most impact, you can prioritise and be more efficient.

Method:

- List the things that you want to complete
- List them in the order of importance. (Importance here means the percentage the task takes in the overall outcome.
- E.g. if a course mark consists of essay (20%), written exam (50%), presentation (20%), peer/tutor evaluation (10%), then the written exam is indeed the most important thing.
- Make a plan to focus and allocate most of your time to doing the most important tasks

[More information](#)



TECHNIQUES CONTINUED...

Eat the Frog

Idea: Mark Twain once said, "Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day."

So do the most difficult/unappealing tasks first, leaving the rest of your day to more enjoyable things - it can only go up from there!

Method:

1. List the tasks from most difficult and important to least difficult
2. Review their priority (usually most difficult is the most important task)
3. Set a deadline for the most difficult tasks
4. Plan a time to do them before you do other tasks each day (break them down into bite-sized pieces if need be)
5. Do it

[More Information](#)

Resources

[Time Management Quiz](#)

[Which Time Management Strategy is right for you?](#)

[More on Time Management Techniques](#)

NEED HELP?

REACH OUT

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