

Managing your studies summary

Introduction

Purpose

Successfully completing a university degree does not happen by accident. You need to manage three particular aspects of life to be successful at university – time, everyday life and all its demands, and the physical and digital environment in which you study.

Time management

Time management is an integral part of any major project, including studying for a degree. Therefore, you need to manage your time effectively in order to sustain a balance between study, work and other life commitments. Planning your time increases your chances of enjoying life as a student and helps to reduce stress about assignment deadlines and exams.

On the Study Skills website you can download a Time Inventory to document how you usually spend your time as well as a weekly planner, semester planner and assignment scheduler.

Creating a study space

Creating a study environment that works for you will help you to focus on your learning and enjoy your studies. Checking the personal resources available to you at home, at university and other places, as well as within yourself, can reveal any aspects you need to focus on. These resources could include a space to work, equipment, support people and your own skills, attitudes and study habits.

It's important to claim a space which you can identify as your study space. Many students use their bedroom for study; however, your bedroom may be associated with the idea of rest and sleep, which doesn't make it ideal for study. Nonetheless, it may be possible to screen off a corner of your bedroom or of some other room in your house which you can make into a study space.

Organising your resources

Studying in the twenty-first century means knowing how to operate in a computer environment. Word processing, internet and file management skills are essential. However, learning how to save, store and protect your digital files is especially important. Lecturers expect students to ensure they have backup copies of their assignments so that if a technical or other problem arises, they are still able to submit their work. Digital (electronic) files can easily be backed up to avoid the distress of losing your work.