

Information for students

Managing time

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- Decide how much time you have to do the task or job.
- Make a list of the things you need to do. Break the list up into manageable or small bits.
- Decide what bits need to be done first – what is most important, what is most urgent, what bit needs to be done before a second bit, what bits can be done quickly and finished easily.
- Estimate how long each bit will take.
- Regularly look at the time (but do not get “fixed” on the clock). You may have to decide to finish quickly or leave something out.
- If one bit is difficult or is taking much longer than you planned, put it to one side and come back to it later.
- From time to time, quickly look over the things that remain to be done and the order in which you plan to do them.



For more Information

If you require further information please contact:

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