

STUDY AND TIME MANAGEMENT TIPS FOR SUCCESS

1. Break bigger tasks into smaller tasks

- Understanding what's required in a large work task or assessment means that it's hard to plan out how long it will take. Breaking bigger tasks into smaller tasks helps you get a better understanding of what's required.
- Plus, this means that you get to tick things off as you go which creates momentum and a sense of achievement.

2. Get super clear about what you are going to work on, one task at a time.

- If you have to choose from a long list of tasks it can be easy to feel overwhelmed and to jump between tasks and never really focus on any one thing. It's important to be clear about what the next task is so you don't get stuck figuring out what to do after you finish a task, and break your momentum.

3. Set yourself up for some easy wins in order to create momentum in study.

- Pick something easy as the first task, then try to ride the wave of focus into completing another task and then another.

4. Do you have a method or system for managing your time?

- Having clarity around what's due, when it's due and knowing when you're going to work on specific tasks is really powerful. Whether you use a diary, calendar or other time management system, having one that works for you is the most important thing.

5. Understand and use your energy levels to their best advantage and plan out your time to suit.

- Do you find that you focus best in the morning? Or maybe you're at your best in the afternoon. Is it possible to focus on the most intensive tasks during those peak focus times?

6. What distractions are you facing?

- If possible, turn off any tech notifications and be conscious of when your attention is being called away. Although difficult, it is possible to notice a distraction and choose to push past it.

