

Time Management



The study workload at the University is substantially heavier than Pre-University. Students should exercise proper "time management" and lead a balanced University life.

Students should allocate sufficient time for reading course materials, complete tutorial assignments, and read extensively. It is important that students should not sacrifice their studies for CCAs. Student should approach his/her mentor or Student Welfare & Support Unit (SWSU) for assistance if help is needed.

Students may wish to consider the following **five-step** process for better time management:

- Make a list your objectives you want to accomplish (e.g. read course materials, complete tutorials, complete laboratory reports, attend special classes, CCAs, etc.).
- Rank the objectives according to their importance. Given the time constraints, you should rank the objectives in order of priority.
- List the activities necessary to achieve your objectives. What are the specifications that are required to achieve your ranked objectives?
- If applicable, assign priorities for the various activities identified by the objectives.
- Schedule your activities according to the priorities that have been set. This step involves preparing a daily plan. You may wish to prepare this plan first thing in the morning or the last thing in the previous night. Make a list of important things you want to do for the day and attempt to stick to it. If the list grows in excessive (e.g. ten or more activities), it becomes cumbersome and ineffective. It may also indicate that you are experiencing problems in handling your work.