


## TIME MANAGEMENT

Learning to manage your time more effectively can help you feel more relaxed, less stressed and more in control.

### **Useful tips**



**Work out your goals** – time management is about personal management, it's about ensuring you have a better quality of life. This doesn't always relate to a specific list of work tasks, it's also about ensuring you have enough time to achieve personal targets.

**Make a list** – a visual list of tasks you want to achieve can help to reinforce your desire to achieve them and help you to organise them.

**Prioritise** – what's important to you, what do you want to achieve, can it be achieved, is it realistic? SMART goals are a great way to achieve this. They're about being Specific, Measurable, Achievable, Realistic and Time-bound.



understanding barriers to **learner inclusion** in further education

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**Focus on the results** – it's about the quality of the work not the quantity or number of tasks completed.

**Take regular breaks** – they'll help you feel re-energised and refocused to continue with your tasks. Regular breaks, including micro-breaks and lunch breaks, have been proven to support productivity. Screen-free breaks are advised every 20 minutes to help reduce eye strain and headaches.

Time management is all about ensuring you have a positive balance to support wellbeing.

*These materials provide an overview to help raise awareness and understanding. If you have concerns always speak to a member of staff. For support outside of College hours visit our [Out of Hours](#) page your GP, call 999 or visit A&E. You can also visit the [Student support information](#) or [counselling](#) for a list of support services.*

