



# TIME MANAGEMENT

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allocation of time, you will be ahead! A full day is better than an empty day.

### 3 U L R U L W L V H W K H O L V W

What is most important on your list? Rate the tasks in order of priority, and tackle them systematically, starting with the most important.

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Decide when you have most energy, when you are most able to focus and concentrate. Schedule your most demanding work for these times and your less demanding work for other times when your energy is not as high.

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Study for about an hour at a time, then have a short break of 10 minutes. This is an efficient study method because while you are taking a break your brain is still processing the information. Breaks between study blocks ensure that your levels of concentration will be maintained when you return to study. (One hour is an arbitrary start-point – try for more

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Let the person interrupting you know that you are studying and that you really need to continue. If you have planned your time effectively, you will have some planned free time. Learn how to politely and assertively invite people to phone or visit you during these specific, non-study times.

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Counselling Support is available to assist students with personal difficulties that are affecting their study.

The service provides:

- Individual Counselling by appointment
- Telephone Counselling by appointment
- Mental health emergency response

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This pamphlet was written by Flinders University Health and Counselling Services and has been reprinted as part of a collaborative project between the counselling services at Flinders and Adelaide University. Modified by Student Life Counselling Support.

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