

MANCHESTER  
1824

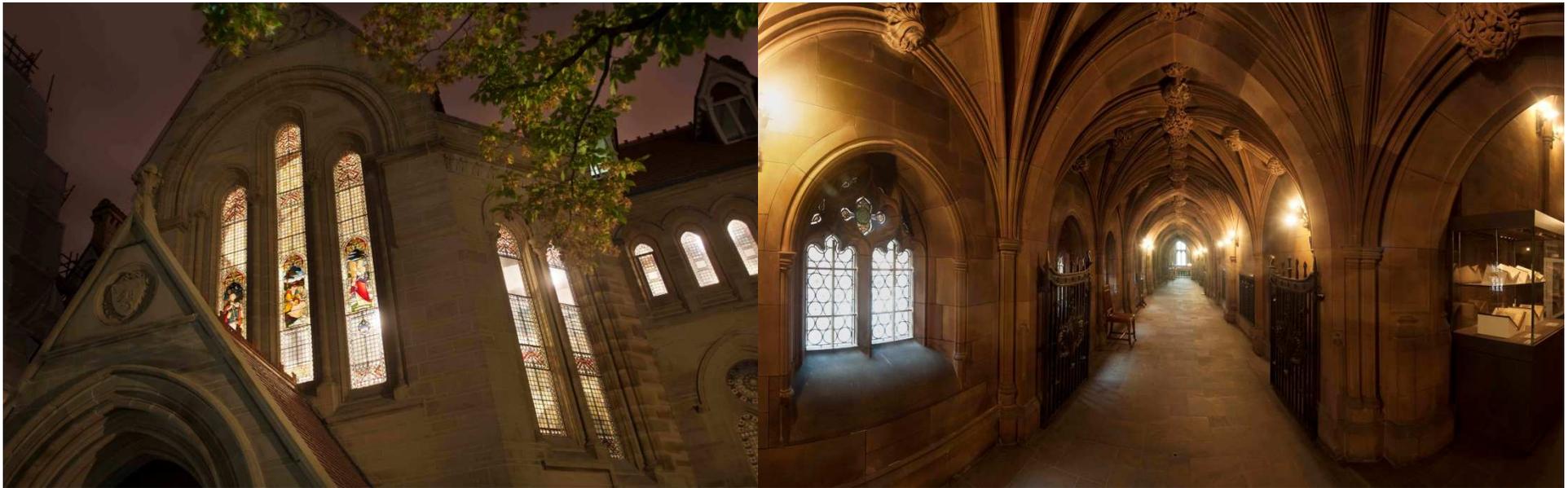
The University of Manchester

# How to succeed on your course at University

## *Tick tock goes the clock*

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# Welcome



- Importance of time management
- Prioritising

- Time management cycle
- Plan making

## Exercise 1 – Ice breaker

- Groups of 3-5
  - Introduce yourself
  - Share your difficulties with time management
  - Give one tip that you have found useful
  - What are the advantages of being organised?

# Importance of time management



## Reasons why time management fails

- Perfectionism and unrealistic expectations
- Schedule drawn after falling behind
  - Time management as a means to catch up
- Cramming in everything they need to do without thinking of the amount of time needed
  - Inevitably you fall behind and abandon the schedule

## Time management advice

- Create a life/study schedule
- Prioritise
- Be flexible but realistic
- Allow time for research and planning
- Allow time to relax and exercise
- Review and reassess your schedule

## **Activity 2 – Prioritising**

Groups of 5-8: do as many task as you can in 10 minutes.

## Activity 2 – Prioritising

- How did your team decide which tasks to do?
- Are any decisions based on task dependencies?
- Did the group dynamic influenced your choice of task?

# The time management cycle



# Goal setting

- What are your goals?
  - Career? Exams? Essay?
- Set your goals according to time span
- Sub-divide them into manageable pieces

## Tracking time

- Reverse of planning: you log your hours
- Helps manage time well
- Determines how you use your time and when you are most effective
- Highlights your habits
- Different strategies
  - Straight logging
  - Comparative logging
  - Summarise

## Activity 3: Tracking time

Fill in the planner. What did you do last week?

- Sleep, eat, TV, shower, school, homework, work, sports, hobbies, internet, etc.
- Did you waste time at any point?

# Plan making

- Use one(!) diary
- Put a distinct end to your task, and stick to it
- Put the same type of tasks together (e.g. library research, computer work, writing)
- Monthly and weekly planners

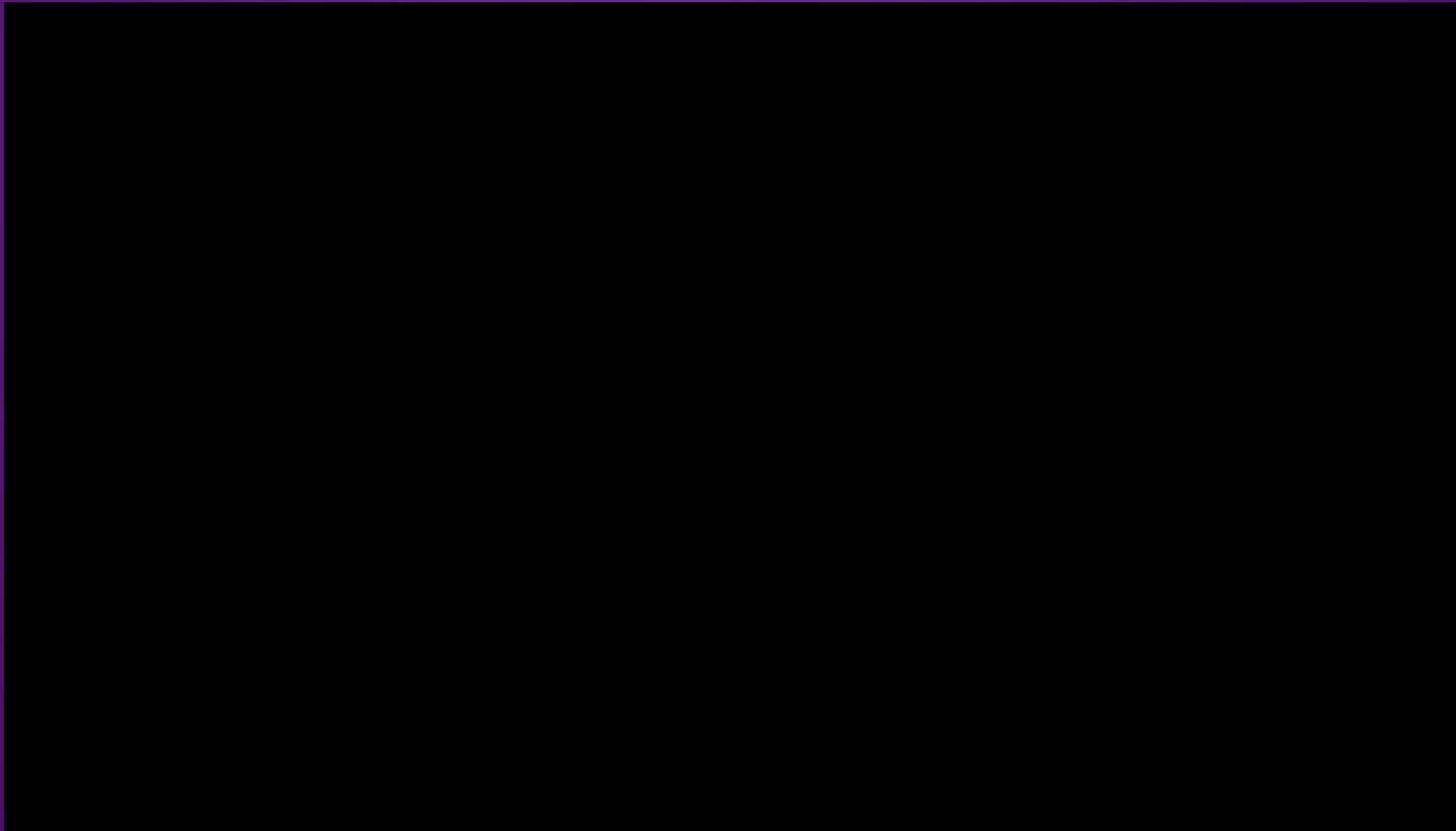
## Activity 4 – Plan making

- Fill the schedule with the different activities handed to you. Once you assign a slot, you cannot move the activity.
  - Were you able to put all the activities in?
- Using a second sheet, fill the schedule putting in the longer activities first.
  - Is there a difference?

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# Jar activity



# Summer 2016 Discover Days

- Visit days for Year 12 students and other potential applicants
- Find out about subjects you'd like to apply to study
- Gain hands-on experience through lectures, workshops and seminars
  - **Discover Fashion Business - Wednesday 22 June**
  - **Discover English Literature & Creative Writing – Tuesday 28 June**
  - **Discover History – Wednesday 29 June**
  - **Discover Chemistry – Thursday 30 June**
  - **Discover Life Sciences – Tuesday 5 July**
  - **Discover Computer Science- Wednesday 6 July**
  - **Discover Midwifery – Thursday 7 July**
  - **Discover Nursing – Tuesday 12 July**
  - **Discover Philosophy - TBC**
- See website for details of each event: [www.manchester.ac.uk/discoverdays](http://www.manchester.ac.uk/discoverdays)



# OPEN DAYS

THE UNIVERSITY OF MANCHESTER

<p>FRIDAY <b>17</b> JUNE 2016 10am-4pm</p>	<p>SATURDAY <b>18</b> JUNE 2016 10am-4pm</p>	<p>SATURDAY <b>1</b> OCTOBER 2016 10am-4pm</p>	<p>SATURDAY <b>8</b> OCTOBER 2016 10am-4pm</p>
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 [www.manchester.ac.uk/opensdays](http://www.manchester.ac.uk/opensdays)

 [www.facebook.com/OpenDaysUoM](http://www.facebook.com/OpenDaysUoM)

 @OpenDaysUoM #uomopenday

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Any questions?

