Hi everyone! This is Mohamed Hammad from Writing@Liverpool. This video aims to help you manage your time effectively during your studies. Time management is not a catchphrase. If you get the feeling that your time is being wasted and could be better spent on interesting things, then you have come to the right place!

The following points will be covered in this video:

1. The importance of managing time and the 10-step approach for planning and effective time management.
2. Task Prioritising by using priority-setting checklist.
3. Effective planning, diary keeping, and the creation of comprehensive records.
4. Managing procrastination and using distractions as helpful resources for successful study.
So, why should managing time matter to you?

- First, a student’s success depends on two time-related factors: How much time you spend studying, and how efficiently you use that time in your studies.
- Second, managing your time helps you do basic activities such as eating, sleeping, and socializing more properly.

- Third, an effective time management strategy teaches you how to move around between several demanding tasks and commitments and fulfil them all satisfactorily.
- Finally, time management helps develop the skill of taking time-saving shortcuts.

In order to effectively manage your time, the following 10-step approach can help you become more organised:

1. Be systematic in your time management planning
2. Find out your time requirements; how much time you will need for independent study
3. Clarify how you currently use your time when getting things done
4. Decide how you want to spend your time

5. Identify your urgent priorities and set a time by when they should be completed
6. Plan what you will do when, keep a detailed diary, and work backwards from deadlines

7. Stick to your plan and put it to schedule
8. Try several time management strategies and techniques to find out which ones work best for you
9. Manage distractions and procrastination
10. And finally, keep checking whether all is working well. Update your plan if necessary to stay on target.

All these steps are important. Picking and choosing among them will reduce the effectiveness of your time management.

You may find that you have more things to do than there is time to complete.

- If that’s how you feel, you will need to create a checklist to set your daily, weekly, monthly, and yearly priorities.
- A good strategy is to prioritise your tasks based on their urgency, logical order, and difficulty.
- Rating your priorities according to the level of importance can also help.

Keeping a student planner or a diary is another effective time management strategy.

- The diary should be detailed and comprehensive, and should include all non-study activities, lecture and seminar appointments, specific study tasks, work placements, exam dates, and free time to catch up on unexpected events.
- Make sure to highlight your plan to complete the assignments and manage deadlines. Keep it visible so that it stands out from all other activities in the diary.
- Have your planner always with you and update it on a daily basis.
Effective study can be sabotaged by one’s particular distractions, be they endless cups of tea, phone calls, texting and browsing, watching TV, or housework.

- To manage your procrastination, give yourself a study ‘trigger’. Study triggers vary from one person to another. One example is a clear desk surface, another could be starting off with a cup of coffee and brainstorming thoughts and ideas, a third might be opening books and taking notes. Find your own trigger and stick to it!
- The surrounding environment also imposes a large effect on your study outcomes. You should know whether you prefer to study at home or in the library, alone or with friends, in a clear space or surrounded with chaos, and in silent rooms or in areas with background noise.

- To sum up, time management is essential for you and strongly affects your success.
- Investigate as early as possible the amount and nature of expected study commitments, so that they can be planned for well in advance.
- Have a clear view of the tasks you will need to complete for your studies and for non-study activities, and plan them into your diary.
- And use one or more of the aforementioned time management techniques to monitor your use of time throughout your period of studies.