

# Time management

## Study time

If you are taking up study seriously, you need to gain the maximum benefit from your study time. In general this will mean three things:

- creating more free time in which to study
- making more efficient use of your existing time
- integrating study with other parts of your life

## Timetable

The simplest way to tackle this issue is to draw up a timetable or a schedule of study. Take a typical week, look at each day in some detail, and make a note of those slots of time which are free—*or can be made free*. Try to create regular periods of an hour or more. It is better to study for an hour on each day of the week than to study for seven hours on one day at the weekend.

## Sleep

Check your sleep requirements. Many people find that they can cut back to six or seven hours sleep a night without suffering any feelings of tiredness during the day. If by doing this you save just one hour per day, this adds up to an extra seven hours a week.

## Regularity

Develop regular study habits. You will learn more and remember what you learn if you work in regular periods of study rather than occasional spurts of enthusiasm punctuated by lay-offs. Studying is rather like physical exercise: you need regular training to maintain a state of mental fitness.

## Realism

Create a realistic and modest schedule of work and then stick to it, thus achieving your aims. This will be much better than having one that is over-ambitious, which might lead to your failing. If you overstretch yourself too much, this will simply make you feel demoralised.