



How to Manage Your Time in University

As university students, most of us have problems with time management. We are juggling after-school activities, homework or even part-time jobs. Still, with the right approach, we can be successful as a university student and still have a good time. Here are some steps to follow:

1. Do not waste time lying around

After a long lesson, the first thing you want to do is probably lie in your bed. However, this might end up with a great loss of time and put you in a situation where you will have to rush. To prevent this, do not sleep too much or too little.

2. Use a planner



Fulfilling your responsibilities can be easier if they are organized and written out. When you use a planner, you are less likely to forget necessary tasks.

3. Find your own way to study

Every student has a different way of studying. While one can study efficiently by listening to music, the other can study only in a quiet environment. Determining which studying method is useful for you can prevent you from wasting your time.

4. Revise for examinations

Revision is one of the most efficient ways of making time. If you do not revise the subject you have studied in lessons, you will eventually have a pile of subjects to study when the exams start. You can make minimal notes while revising so that they will help you remember what you have revised.

5. Use your time wisely

There are many things that waste our time: waiting for appointments, sitting on a bus, standing in lines, and so forth. Why don't we turn this to an advantage? Don't wait around aimlessly: find something useful to do with that time.



6. Find where you are wasting your time

We have got many distractions around us which make it almost impossible to concentrate on our responsibilities. Without any doubt, this leads to a great loss of time. Identify these distractions and limit the time you spend on them.

7. Prioritize

If you have more than one exam the same day, dedicate to each exam the amount of effort it requires according to its grade weight, difficulty, and relevance to your major.