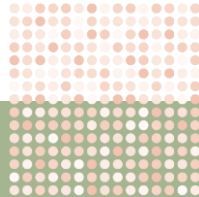




GLION SELF-HELP SERIES

Learning Support



Managing your time



Time management is one of the most important skills for student success. With classes, assignments, part-time jobs, and personal commitments, it's easy to feel overwhelmed.

The good news?

With the right strategies, you can stay on top of your workload and reduce stress.



Why time management matters?

- Because it reduces stress by avoiding last-minute rushes
- Because it improves performance because you have time to plan, research, and revise
- Because it creates balance between study, work, and personal life
- Because it builds lifelong skills valued by employers



Step-by-step: how to manage your time

1 Set clear goals

- Break big tasks into smaller, manageable steps
- Use the **SMART framework** (Specific, Measurable, Achievable, Relevant, Time-bound)
- Example: Instead of “work on essay,” write “find 3 journal articles for essay by Friday.”

2 Prioritize tasks

- Use the **Eisenhower Matrix**:
 - *Urgent & Important* → Do now
 - *Important but not urgent* → Plan
 - *Urgent but not important* → Delegate (if possible)
 - *Neither* → Skip

3 Create a schedule

- Use a **weekly planner** to map out classes, deadlines, and free time
- Try **time-blocking**: assign specific hours to specific tasks
- Don't forget breaks — short rests boost productivity

4 Avoid multitasking

- Focus on **one task at a time**
- Use the **Pomodoro technique**: 25 minutes of focused work, then a 5-minute break

5 Manage distractions

- Turn off unnecessary notifications
- Find a quiet study space (library, study room)
- Set small rewards for staying focused

6 Review and adjust

- At the end of the week, reflect: What worked? What didn't?
- Be flexible — adjust your schedule when things change



Example of planning for an essay due in 3 weeks

Assignment: 2,000-word essay due in 3 weeks

- Week 1: Choose topic + find 5 sources
- Week 2: Create outline + write first draft
- Week 3: Revise draft + finalize references





Example of planning for an undergraduate thesis

Writing a thesis is one of the biggest projects you'll do as a student. Breaking it into small, timed steps helps you avoid stress and stay on track.

Timeline (approx. 12 weeks / one semester)

Week	Task	Notes
Week 1–2	Choose a topic and write a research question	Meet with supervisor for approval
Week 3–4	Conduct literature review	Collect 15–20 key sources, organize notes
Week 5–6	Design methodology	Decide on surveys, interviews, case studies, etc.
Week 7–8	Collect data	Schedule interviews, distribute surveys, or gather documents
Week 9	Analyse data	Use statistical tools, thematic coding, or case comparisons
Week 10	Write draft chapters	Intro + Literature Review + Methodology
Week 11	Write remaining chapters	Results + Discussion + Conclusion
Week 12	Revise, proofread, and format	Double-check references in APA 7, submit final draft

Key Tips for Thesis Planning

- Start early: Unexpected issues (data access, survey responses) can cause delays
- Meet regularly with your supervisor: They'll help you stay focused
- Use your calendar: Block specific times each week for thesis work
- Keep notes organized: Reference managers (Zotero, Mendeley) save hours later
- Build buffer time: Aim to finish at least a week before the deadline



Example of planning for group work

Working in a team can be challenging — but with clear roles and deadlines, group projects become more manageable and successful.

Timeline (6 weeks project)

Week	Task	Notes
Week 1	Understand assignment & set goals	Meet as a group, clarify requirements, assign roles (leader, researcher, writer, editor, presenter)
Week 2	Research phase	Each member finds 3–4 relevant sources, share notes in shared folder (Google Drive, OneDrive, Moodle)
Week 3	Create outline	Group meeting: decide structure, assign who writes which section
Week 4	Draft sections	Each member writes their part, uploads to shared document
Week 5	Review & combine	Rotate drafts for peer review, group editor merges into one document
Week 6	Finalize & rehearse	Proofread, check references, practice presentation together

Key tips for group work planning

- Use shared tools: Google Docs, Trello, or Microsoft Teams keep everyone updated
- Set clear deadlines: Internal deadlines should be at least a few days before the official submission
- Communicate often: Short check-in meetings (10–15 min) prevent misunderstandings
- Respect roles but stay flexible: Support team members if they fall behind
- Document everything: Keep track of who did what (helps if the instructor asks)



Tips & Tricks

Start early: Even 15 minutes a day adds up

Use digital tools: Google Calendar, Trello, Notion, or Todoist

Plan backwards: Start from the deadline and plan each step back to today

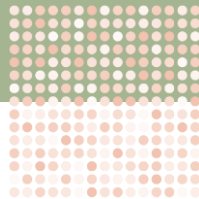
Build in buffer time: Things often take longer than expected

Reward yourself: Celebrate small wins to stay motivated



More information on time management on the Library website here:





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