



Graduate School

Academic Literacy Time Management

Marketing • Supply Chain • Business

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Planning your Time

- Planning is key. Sticking to the plan is crucial. Let's start with Time Management.
- Work out a weekly timetable using your student pacer as the semester planner. You can pull any timetable template, which will work for you, from the internet or use the calendar on your computer or smart phone.
- Firstly, you would need to do an audit of time available to you. Remember there are 168 hours in a week. Break it down into the various activities which take up your time, per day. This will give you an indication of the numbers of hours per day that you have, to study. Don't forget to include '*me time*' if you deserve it.
- Look at the number of credits per module X 10 and you will have the number of hours it will take for you to master the module. Divide that by the number of weeks and you will have a rough idea of how much time you need to spend on that module, including tutorials, online activities and self study.

Self reflection leads to self correction

- At the end of each week, reflect on how well you have stuck to your plan.
- What did you do well?
- What can you do differently?
- Why did you not stick to your plan?
- How can you avoid that from happening again?

Self Reflection leads to Self Correction

Planning a Study Session

- How should one plan a study session?
- There are a number of activities you should bear in mind to include in your study session planning
- These include:
- Reading a selected section of the work
- Working on an assignment – (you will be given tips on how to plan for this)
- Develop good notes for revision
- Develop notes which you can place on small cards to carry with you and which you can whip out and study when in a waiting room or queue.
- Record notes which you can listen to while driving
- Revisiting notes previously studied. Remember the more you revisit notes, the more they become a part of your knowledge set.
- Always plan a session ahead of time. Take the last 10 minutes or so of the previous session to plan for the next one.

Working on an assignment

- Don't fall into the trap of tackling an assignment at the last minute.
- Remember assignments are an opportunity to learn and broaden your knowledge about an area of work. It serves as a measure of how well you have mastered the concepts
- In your study schedule set up times for working on different activities required in the assignment, e.g.:
 - Spend some time analysing the question
 - Identify where you will find information to answer the assignment
 - Source relevant sources
 - Make notes from various sources (keep a detailed record of each source)
 - Plan the answer
 - Write the draft
 - Write the answer.
 - Edit and submit

Follow this process and you will have a sound example of academic work. It gives you time to digest the material you are reading and thinking about. It gives you time to formulate a good answer. It provides the opportunity to develop critical thinking skills, which you will later apply in your workplace.

What to do when you are too tired to study

- As a distance learning student, you may have many responsibilities, at work, home etc and managing time may be very challenging.
- Studying while very tired, may be counter-productive.

Tip: Think about when you are most awake. Early morning? Late at night? Try to use that time for studying.

- Take a power nap when you can. 20 minutes of sleep will revive you and give you renewed alertness.