

Here are 12 ways to help you manage your study time and avoid unnecessary stress.

### **TIP 1: THINK OF YOUR STUDY AS A JOB**

Take the emotion out of your study. There are times when you won't feel like going to work, but you'll go anyway because it's a commitment to something you've chosen to do. Take the same approach to study. It's a commitment and a responsibility. Something that has to be done... it just doesn't pay well yet!

### **TIP 2: USE A SEMESTER PLANNER**

A [Semester Planner](#) can help you to manage your time more effectively. It allows you to identify your peak study load times so you can allocate plenty of time to get all your assignments done.

### **TIP 3: USE A WEEKLY PLANNER**

A [Weekly Planner](#) helps you keep track of your different responsibilities and better schedule your time each week of semester, including for study.

### **TIP 4: FIND WHERE YOU STUDY BEST**

Try to study in the same place if you can. If it's at home, set up an area that's just for study and away from the usual distractions. Oh, and leave your phone in another room. If your study place is at the library, try to go to the same desk or area each time.

### **TIP 5: ESTABLISH A ROUTINE**

Try to study at the same time each day or each week. Regular study times and a regular location will help you to settle down to study more quickly.

### **TIP 6: PICK YOUR TIMES**

Studying when you're tired is not efficient. It's easier said than done, but pay attention to your lifestyle, commitments and stress levels, and schedule study time when you're most likely to produce your best work.

### **TIP 7: AVOID STUDYING IN BED**

This can lead to poor sleep, especially if you're using your laptop or tablet. You might also fall asleep when you want to be studying!

### **TIP 8: STUDY IN BLOCKS**

A few hours at a time with small scheduled breaks in between is ideal. Larger breaks can be time-wasting

and lead to distraction or loss of interest in an assignment. Try to schedule frequent times where you can work on a particular piece of assessment.

### **TIP 9: BREAK IT DOWN**

If you set aside a large block of time for study it might help to break it down into one hour blocks. This might include:

- 5 minutes of planning time. Think about what you want to achieve over that hour, e.g. read and understand the first two sections of chapter 1
- 40 minutes of concentrated work. Most people find it difficult to concentrate effectively for more than 40-50 minutes at a time.
- 5 minutes reviewing what you've done. Including regular review times will help you consolidate what you've just read and help you check that you're on the right track
- 10 minute break. Taking regular breaks will help you stay fresh and increases the effectiveness of your study.

Remember that 3 hours of reading a textbook at your desk doesn't necessarily equal 3 hours of useful study.

### **TIP 10: AIM FOR BALANCE**

Maintaining a balance in your life is essential to wellbeing, allowing you to remain productive and achieve good results. Make sure you schedule relaxation or downtime, as well as study time. Have some fun!

### **TIP 11: SET SOME GOALS**

Think about where you're going and what you want to achieve. Identify your short, medium and long term study goals, as well as those for your life in general. They might change, and that's OK, but you should start with something to focus on.

### **TIP 12: THINK ABOUT YOUR THINKING**

How you think about things plays a big part in how you feel about them. For example, if you think an assignment is going to be awful, or you won't do well, you'll feel anxious about it. Be your own coach and encourage yourself to think positive things, rather than negative. You can do this!

## **WANT TO CHAT TO SOMEONE?**

For a confidential – and free – chat about your general situation, please contact Psychological Counselling Support to make an appointment at any of our campuses.

✉ [counselling@ecu.edu.au](mailto:counselling@ecu.edu.au) 📞 (08) 6304 6706

Alternatively, you can discuss study techniques and tips with a Learning Adviser in our Academic Skills Centre.

✉ [learningadviser@ecu.edu.au](mailto:learningadviser@ecu.edu.au)