

FINDING TIME FOR STUDY

You cannot manage your study time if you can't find any to manage!

The first step in finding some study time is to analyse what you do with your time now. You can do this by keeping a time log for a week. Have a look at the examples of charts you can use for this [\[link to An example of a time log chart info sheet\]](#). Alternatively, you can make up your own chart.

As you go through the week, note down what you do and how long it takes. This does not have to be in great detail. Note down your main activities and how long these took; for example paid work, getting children ready for school, housework, watching television and going out with friends.

As you do this, you may see a pattern emerging, from which you can identify where you can fit in some study time. For example:

- you may spend every evening watching television, some of which could be study time
- you may be at work all day, so your study time would have to be in the evening
- your children are at school during the day, so you can study then.

PLANNING BLOCKS OF STUDY TIME

Once you have identified where you can fit in some study time, you can begin to plan in more detail, giving yourself blocks of time devoted to study. When you do this, take into account the following factors:

- Your best time of day, mentally. Some of us are early birds, and some of us are night owls! If you have something particularly difficult to do, as far as possible, try to do it when you are at your best.
- How difficult the task is. This will vary between different people; what one finds easy, the other will find difficult. The more difficult the task, the more time you will need to do it.
- How interesting the task is. Again, different people will find different tasks interesting or boring. The more interesting a task is, the longer you are likely to be able to carry on with it.
- The need for flexibility. Do not plan your study time so tightly that you have no time for relaxation! In addition, you need some flexibility in case something unexpected crops up; for example, an illness in the family.