Time management

School life can be quite challenging and overwhelming at times.
Here are a few tips on how to be organised and keep the stress
away:

Get yourself a paper diary or use a digital organiser

A paper diary is great if you like to write things down and unlike
electronic systems, they do not crash or get viruses. However, you will not receive
notifications/reminders, so it's important that you are regularly checking these to stay
on track.

If you enjoy using technology, most modern feature phones, smartphones and
tablets contain all the functions of electronic organisers and personal digital assistants.
Therefore utilising these features will be a great way in helping you keep organised and up to date.

Synchronising your phone

**It is important that as a student, you check your emails regularly as this
is the main way in which academics/staff, your school and the will
communicate with you.**

You can synchronise your student e-mail account to your phone to receive
notifications and updates, allowing you not to miss a thing. For advice on how you can
do that, contact IT services.

Using your outlook calendar

To create an appointment/event you can click any time slot in the Outlook Calendar and start to type. You can opt
to have a sound/message to remind you of appointments, meetings and events as well as colour items for quick
identification.

Organise meetings by picking a date and time to create a meeting request, then selecting the people to invite. Once
sent to the invitees, they can accept or decline the request, as well as propose a new meeting time (if granted
permission by the organiser). If you are the organiser, you can keep track of who accepts/declines the meeting
invitation or who proposes another time by opening the request.

How to plan a project timetable

To plan a project timetable, you first need to decide on the tasks needed to
complete the project. Then build them around any fixed deadlines
(e.g. presentations on proposals or early results, draft chapters, final deadline etc.).

A sample project plan
might look like this:

Start background research	End of May
Presentation on proposal ready for -	30 June
Complete background research and decide on themes and methods	End of Aug
Gather information	Sept – Nov
Draft chapter to show to supervisor for -	14 Dec
Finish first draft	End of February
Edit/write final draft	End of March
Proof read, bind and submit for -	15 April