

MENTAL HEALTH & WELLBEING

Mental Health & Wellbeing

Time Management

> **Mental Health & Wellbeing Strategy**

> **Mental Health & Wellbeing resources**

> **The Mental Health and Wellbeing Team**

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Do you always feel like you are running out of time? Do you frequently rush through tasks? Do you feel overloaded with readings and assessment tasks? Missing deadlines? Experience a lack of work-life balance? With time management strategies, you can effectively manage your time and gain more control over your studies.

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What is Time Management?

Time management is the effective coordination of planning tasks and activities, while maximising efficiency and productivity. Using time management techniques, you can allocate your time effectively, allowing you to complete more tasks while ensuring efficiency. Time management techniques can help lower your stress levels and enhance your confidence by helping you feel less overwhelmed with your tasks, whether this be at work, university or social life.

Consider the following skills that are related to successful time management:

- Organisation
- Prioritisation
- Goal setting
- Communication
- Planning
- Delegation
- Stress Management
- Flexibility

Strategies to manage time effectively

The following strategies can be used to promote effective time management skills:

- **Understand how you use your time:** Identifying time-consuming tasks and assess whether you are allocating your time to the most important activities can help you to decide a plan of action. It may be useful to review how your time has been used by using a time log or diary to record your daily activities.
- **Check out Western Sydney University's time management resources:** [Are you coping with study? | Western Sydney University](#)
- **Set priorities:** Making a distinction between what is urgent and what is important is necessary for efficient time management. A four-quadrant approach can be used to classify activities into four categories: urgent, not urgent, important, and not important. While activities that are both important and urgent must be done, doing less of the unimportant tasks would save time for the important but not urgent tasks. Creating a to-do list is an easy way to prioritise your activities. The items on the list can be ranked in terms of priority or categorized in group using a color-coded method.
- **Using a planner tool:** Using a personal planning tool can improve your productivity. Planners, calendars, phone apps, wall charts, index cards, pocket diaries, and notebooks are examples of personal planning tools. The key is to find a tool that works for you and use it consistently. Your mind can be freed to focus on your priorities by writing down your tasks, schedules, and things to remember. Many students find it helpful to use a [Weekly Planner](#) and [Daily Planner](#) to assist in structuring their schedule and studies.
- **Keep organising and scheduling:** Poor time management results from disorganisation since it takes longer for people to progress information. Scheduling involves more than merely writing down what needs to be done. Pick a time when you will be most energetic to address your most challenging tasks. Block out time for your high priority tasks first and avoid disturbances at that period.
- **Delegating:** Delegating means assigning responsibility for a task to others, freeing up your time for tasks requiring your expertise. Identify tasks others can do and choose a person who has the required knowledge, expertise, interest, and authority to do the assignment.
- **Stop procrastinating:** Think about breaking your job into smaller components or setting a short-term goal. You'll feel more driven after completing a smaller portion and moving on to the next stage. In any case, think about implementing a reward system to encourage completion of tasks.
- **Avoid multitasking:** According to studies, multitasking does not speed up time. In fact, the opposite is often true. When you switch from one task to another, you lose time, which reduces your productivity. Try your best to avoid distractions and focus on one task at a time.
- **4 D's rule:** Another easy way of managing your time effectively is remembering the 4 D's rule: Do, Defer (Delay), Delegate or Delete (Drop). You can find more information [here](#).

Time Management and my studies

Managing time effectively is increasingly challenging at university, juggling different priorities including studies, work, family and social life. It can be difficult to maintain a work-life balance while at university and it is important to employ time management skills throughout this journey.

- **Write a to-do list and set goals:** Referring to a to-do list can be beneficial in ensuring productivity as you study. Place the list with associated goals in areas with easy access such as in your phone/electronic device, diary, mirror or refrigerator. As you tick off tasks and move closer to your goals, your motivation and sense of accomplishment will increase.
- **Prioritise your work:** Decide what tasks are a significant/priority and complete it first. Using a planner can be beneficial as you can set both short- and long-term goals over a period of time.
- **Find a dedicated study space:** Find a space that is quiet and free of distractions from friends, family, or hobbies. Set your phone to silent or on 'do not disturb' to avoid the temptation to engage in unnecessary tasks. The university library is available as a study location with a variety of resources accessible to you.
- **Budget your time:** Make a schedule and set out blocks of time designated for work, study and leisure. Be conscious of how much time you spend on academic and non-academic activities. Take the time to schedule relaxation time to clear your mind and be present with yourself.
- **Find what works for you:** Determine the best study method that works for you. Consider the day of the week, time of day, if you prefer to work with music or quietly and what location works for you (home, friends house, outdoors, library). Knowing your study preference will increase your efficiency as a student.
- **Be realistic:** Don't spend all of your time studying! It is important to have a work-life balance but be realistic. Academic work takes time (researching, taking notes, attending lectures, attending tutorials, completing assignments, studying for exams). Don't underestimate time and how long tasks may take to complete.
- **Focus on long-term goals:** Set goals and set your sights on what you would like to accomplish. Be realistic and prioritise the short-term goals that can be achieved to help you reach your long-term goal.
- **Ask for help:** Your family, friends and university staff are here to help you. Seek help and support throughout your academic journey.

University Support

WSU resources:

You may find additional advice and tools in this WSU [article](#) about time management.

- **[Study, Money and Life Skills](#)**.

The [Counselling Service](#) has developed some useful resources with relation to time management, stress, exam anxiety, perfectionism and maximising memory.

If you are experiencing barriers that may affect your study or you want support to optimise your study then the WSU [Counselling Service](#), [Disability Service](#), or [Student Welfare Service](#) may be able to help.

- **WSU [Counselling Service](#)**.

Students can access free, short term, confidential counselling services. Face to face, Zoom or phone appointments can be made by telephoning 1300 668 370. Our office hours are Monday to Friday 9.00am - 4:30 pm. Alternatively, or email counselling@westernsydney.edu.au

- **WSU [Disability Service](#)**.

The Disability Service is free to access with Disability Advisors assisting students to meet their full potential. If you have a diagnosed physical, psychological or medical condition that impacts on your studies, you may be eligible for an [Academic Integration Plan \(AIP\)](#), developed by the Disability Service. Contact the Disability Service on 1300 668 370, email disability@westernsydney.edu.au or make contact via [WesternNow](#).

- **WSU [Welfare Service](#)**.

Academic, Personal and Financial Hardship, International Support and Accommodation: 1300 668 370 or via [WesternNow](#).

- **Multifaith [Chaplaincy](#)**

Multifaith Chaplaincy can provide confidential conversation and care, support for stress

management and anxiety with links to religious groups and faith communities. For more information, please call Daniel Jantos on 0402 771 543 or email d.jantos@westernsydney.edu.au.

- **WesternLife**

[WesternLife](#) - Join thousands of students at Your Virtual Community to share experiences, learn new things, connect with new friends, and engage with events or discussions that interest you!

- **Disruption to studies**

Consider applying for [Disruption to Studies](#) and [Requests for Extension](#) if you feel as though your studies have been significantly impacted.

- **Deferred Exam**

[Deferred Exam](#) – You can apply for a Deferred Exam no later than 5.00 pm on the second working day after your scheduled exam if you are unable to attend a final exam due to serious illness, misadventure or other exceptional circumstances beyond your control. Submit a [Student Form](#) and attach supporting documents online for application.

- **Withdraw Without Academic Penalty**

[Withdrawal Without Academic Penalty](#) is an option available after the Census Date of the teaching term provided that you meet eligibility.

- **Leave of Absence**

A [Leave of Absence](#) is a temporary break from studying. Once you have completed one or more subjects in your enrolled program, you can apply for a Leave of Absence. A Leave of Absence can be taken as either six or twelve months. The maximum amount of leave you can take during

your program is twelve months. Please note, you must submit your application before the relevant census date

If you are considering any of these options, please reach out to the counselling service for support and guidance. If you are an international student, please make sure you seek advice particularly if you are considering withdrawing without penalty or taking a leave of absence as these may have [implications for your visa conditions](#).

Community Support

Community resources:

- **[Lifeline](#)**.

If you are really struggling during the night when completing assessments or feel most alone, contact [Lifeline](#) (24 hours crisis counselling) - **13 11 14** or, Lifeline SMS Counselling Service - between 6pm- Midnight you can text **0477 13 11 14** and somebody will text you back!

- **Mental Health Telephone Access Line**

[Mental Health Telephone Access Line](#) - 1800 011 511

This Mental Health Line is staffed by mental health professionals that can help and provide you advice about your needs and discuss referrals to local mental health services. It is available to everyone in NSW and operates 24 hours a day, 7 days a week.

- **Beyond Blue**

[Be you – beyond blue](#): General information about building resilience and facing adversity.

- **[MyCompass](#)**

This free online treatment program has been developed by the Black Dog Institute to help people better self-manage mild-to-moderate symptoms of depression, anxiety and stress.

- **Time Management Skills: Strategies and Resources**

This [webpage](#) has some additional information and strategies to assist you in developing time management skills.

- **Time Management: UNSW**

<https://www.student.unsw.edu.au/time-management>

- **10 time management strategies for mature age uni students**

<https://www.cdu.edu.au/launchpad/student-life/10-time-management-strategies-mature-age-uni-students>

Resources

- [Podcasts](#)
- [Videos](#)
- [Apps](#)

Podcasts

'Time Management'

This podcast provides tips on how to effectively prioritise and manage time efficiently.

<https://open.spotify.com/show/1boFqWXdzWTf2zhEyYcsya?si=2e8c68e3a5bb488e>

'It's About Time'

This podcast is about work, life and balance. Each week, real life experience and advice is shared about time management tips and productivity strategies.

<https://open.spotify.com/show/3WBdtyCqjcapQriKgrSGqb>

<https://podcasts.apple.com/us/podcast/its-about-time-time-management-productivity-for-work/id1486961564>

<https://annadkornick.com/podcast/>

'7 of My Best Time Management Habits to Help You Do and Create More in Less Time'

This episode explores creating habits that can help you productively manage your tasks by efficiently doing more with less time.

<https://open.spotify.com/episode/3H2docq1vJaG7IVUdTChhE>

<https://podcasts.apple.com/us/podcast/7-my-best-time-management-habits-to-help-you-do-create/id1450994021?i=1000525978185>

Videos

[Brad Aeon: The Philosophy of Time Management | TED Talk](#)

[Brian Christian: How to manage your time more effectively \(according to machines\) | TED Talk](#)

[Laura Vanderkam: How to gain control of your free time | TED Talk](#)

[How I Manage My Time - 10 Time Management Tips - YouTube](#)

Apps

- **[Forest](#)**: Available on *IOS, Android, Webs* Price: FREE. Forest is both a **productivity and time management** app that helps you stay focused and present. The app helps you pursue your tasks by keeping you away from your smartphone in a unique way. Instead of scrolling through your phone, the tool makes you plant a virtual seed in Forest then **watch it grow into a full-grown tree** within 30 minutes.
- **[Talk Campus](#)**: There is a 24/7 support app called TalkCampus, which is free and available to download on iOS devices and android devices. WSU students can connect and talk with other students about anything.
- **[Smiling Mind](#)**: Smiling Mind offers a free app to help you practice your daily meditation and mindfulness exercises from any device. There are dozens of exercises tailored to different demographics and desires. All the content and programs are free, which is the perfect apps for beginners to try mindfulness. Free and available on the app store and google play.
- **[Headspace](#)**: Learn to manage feelings and thoughts with the lifelong skill of everyday mindfulness, any time of the day. Free and available on the app store and google play.
- **[My Compass](#)**: myCompass is a free app that is available to download on iOS devices (App store) and android (Google play). Interactive self-help program designed to address mild to-moderate symptoms of stress, anxiety, and depression through personalised treatments delivered entirely online.
- **[Google Calendar](#)**: Available on *IOS, Android, Webs* Price: FREE/PRO, \$6 a month. Google Calendar is perfect to manage your tasks and projects on a **daily, weekly, and monthly basis**. Google Calendar gives an overview of meetings, work, and more which helps to plan your tasks smartly and save time.
- **[Reminders](#)**: Available on *IOS & iPad* Price: FREE. Reminders is an amazing productivity app that lets you create your own personalized to-do list. You can create reminders with subtasks and attachments, and set alerts based on time and location.
- **[Microsoft TO DO](#)**: Available on *IOS, Android* Price: FREE. Microsoft To-Do is a **digital time management** app that lets you go paperless with your **to-do lists** while planning your daily tasks simply and most conveniently.
- **[Toggl](#)**: Available on *IOS, Android, Webs* Price: FREE/RPO \$9/month. To manage time effectively, you need to determine **how much time you spend on your projects or work** and then work on using every available hour efficiently. Toggl is the **time tracking** app for that job.
- **[Todoist](#)**: Available on *IOS, Android, Webs* Price: FREE/ RPO \$3/month. Todoist is a task management app designed to help you **record and organize all your tasks and activities** easily. The time management + digital to-do list app allows you to add tasks fast, prioritize the most important ones, break them down into sub-tasks, and add them to *favorites* or make them *recurrent*.

- [Remember The Milk](#): Available on *IOS, Android, Webs* Price: FREE/ RPO \$39.99/year. Remember The Milk is an online time management app and task management tool that allows you to create an **organized and colorful list**. This app is suitable for busy people who **don't want to forget things** or mismanage their time. Another great feature of this app is that it allows you to connect to other apps like Google Calendar, Gmail, and Outlook, and receive reminders by email, Twitter, text, etc.
- [Focus Booster](#): Available on *Webs* Price: FREE/ RPO \$4.99/month. With this desktop app, you can **overcome procrastination** and complete your daily tasks. The app works by dividing focused work sessions into manageable, 25-minute intervals. The app tracks time records time automatically so you can know how you spent

Still struggling?

Asking for help is an important step in managing these feelings and realising your full potential!

If you are still struggling, reach out to the WSU counselling team for support and advice. If you prefer to seek support from a service outside of the university, it may be helpful to speak to your General Practitioner regarding a [Mental Health Care Plan](#) and referral to a psychologist, or you can speak to a counsellor or other health professional. Remember you are not alone and there will always be someone out there who is willing to stay with you through your hard times.

Please find the attached PDF document [here](#).

Resources:

[Importance of Time Management](#)

[What is Time Management?](#)

[University Students' Time Management Skills in terms of their academic life satisfaction and academic achievement levels](#)

[6 Essential Time Management Tips for Students](#)

[The 4D's of Time Management](#)