



### How do I make effective use of my 24 hours everyday? by Dr. Henry Khiat, UniSIM

While setting study goals is important in doing well in a course, it is also essential to know how to manage the tasks and their timelines set to achieve these goals. Below is a simple guide that can help you to manage these goal oriented tasks more effectively.

- a) In a long-term planner, list down the scheduled readings, assignment due dates, test dates and any other essential information, for each course you are enrolled in for the term/semester. You can also list down loved ones' birthdays, planned holidays, work deadlines and important social/work occasions to give yourself a clearer idea of all your commitments for the term/semester.
- b) Prepare a timetable or schedule that includes the periods you intend to allocate for your study. These scheduled tasks should be ranked in order of priority (you may want to do this in terms of their difficulty, reading requirement, assignment deadline). You can also include any other commitments and recreational/relaxation time in that timetable.
- c) For each study task (such as taking notes, doing an assignment, reading etc.), assign a block of concentrated time that you are most comfortable with in terms of the task's amount of effort and level of difficulty. Ensure that each task is broken down into specific items and more achievable subtasks. You need to be realistic about the time you need for each task so as to ensure that you do not overload yourself with too much study in each block of concentrated time.
- d) Switch between courses for consecutive blocks of study to break the monotony of studying the same subject for long stretches. This can help you to learn better.
- e) Leave study tasks that are cognitively demanding - such as reading and writing - for mornings and evenings when your mind tends to be clearer. You also tend to be in more control of managing study distractions during these periods as they are non-office time.
- f) Simple procedural exercises or memorization work can be done during the afternoon breaks at work or travel time, since they are usually easier and quicker to accomplish.
- g) Synchronise your study time with your lecture and tutorial schedule so that you can revise before and after class time for optimal results.
- h) Remember to provide more time than you think you would require to complete each study task as there may be occasions when you may have to miss your scheduled study time due to genuine reasons.



Setting a schedule can be cumbersome. However, it has its merits as it shows you the amount of time you will have to spend to complete a week's worth of study as well as the work that you have yet to complete. This form of physical reminder, through a written study schedule, is a form of daily reality checks of how much you have achieved in the semester/term. From such awareness of your study progress, you can then adjust your study schedule flexibly and quickly when you fail to complete a task or a series of tasks.

An example of a study schedule is shown below.

Week 1	2000 hrs	2100hrs	2200hrs	2300hrs	0000hrs	0100hrs	Tick if achieved
<b>Mon</b>	Read Chapter 1 for Course A	Write out study notes Chapter 1 for Course A		Do homework for Course B	Write work report	Rest	
<b>Tue</b>	Family Time	Do computer quiz for Course A	Rest	Do some internet research for the first outline of TMA for Course B		Rest	
<b>Wed</b>	Class at UniSIM for Course A Remember to clarify the doubts in Chapter 1			Review and touch up notes for class today	Rest	Rest	
<b>Thurs</b>	Meet up with classmates for discussion	Finish readings for class on Friday.			Prepare materials for work meeting	Rest	
<b>Fri</b>	Class at UniSIM for Course B			Family Time	Review and touch up notes for class today	Rest	
	1000hrs	1200hrs	1400hrs	1600hrs	1800hrs	2000hrs	Tick if achieved
<b>Sat</b>	Run errands	Read of Chapter 2 for Course A	Write out study notes of Chapter for Course A	Rest	Social Time		
<b>Sun</b>	Family Time		Review and memorising notes for coming test on Wed		Family Time	Rest	

### References

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