

Think about it!

What's really eating up your time?

There are many things that you can do in the time available to you; if you have just decided to sit down and study and write there are many things that could entice you away from actually doing this. Here you will find some examples from everyday university life and what you can do about them.

Time-eater	What you can do
Spending time with friends	If you provide enough time buffers in your schedule, then unplanned events will not cause you too many problems.
Making calls	Focus on the essential points of the phone call and finish it quickly.
Receiving visitors	Tell the visitor that unfortunately you don't have time right now because you're studying, and rearrange another time.
Study meeting for a group presentation with lots of personal chat	Tell your study group that you have a lot to do and would like to discuss the presentation first.
Long travel times	Use your time wisely: For example, if you ride a bike, this also counts as exercise.
Going shopping	Set fixed times for this in your schedule.
Watching TV	Plan this as a reward after studying.
Reading (not academic literature)	Plan this as a reward after studying.
Spending time on your smartphone	Turn off your smartphone.
Listening to music	Plan this as a reward after studying or as a break in-between.
Waiting times (for the bus, friends, etc.)	Take the opportunity for a breather and relax.
Killing time between appointments	Try to do something else from your to-do list.
Roommates	Place a 'Do not disturb' sign on your door.
Household chores (washing up, tidying, cleaning)	Set fixed times for chores in your weekly schedule as these need to be done too.
Lack of organization	Group tasks together and work on them one after the other: Uni, personal, post, email. Start with the most important things.
Not being able to say 'No'	Ask for time to think it over, consider whether you want to say 'yes' or 'no', and stand by your decision.
Voluntary obligations (e.g. charity work)	Ask for leave during the examination period.
Not finishing things	Set clear goals and keep reminding yourself of them.
Forgetfulness	Write a to-do list.
Not resuming work after a break	Set an alarm to remind you the break has ended.
Computer	Turn off your computer if you're not using it to study or block distracting applications.