



Australian
National
University

Managing your time: How to Succeed at Uni

ANU Library Academic Skills

ANU Counselling

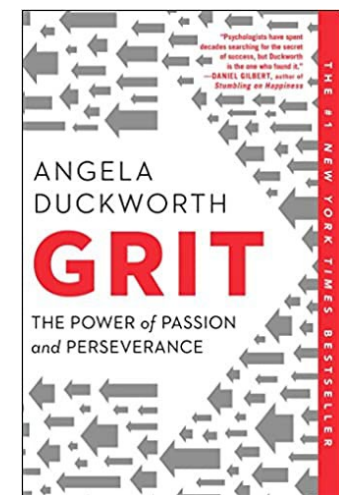
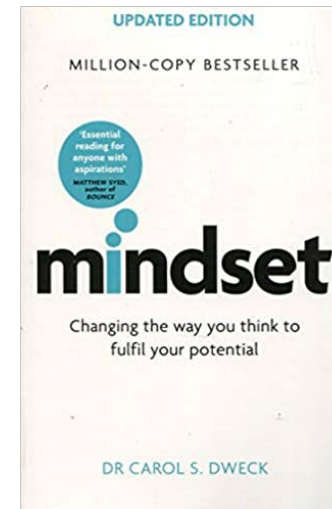
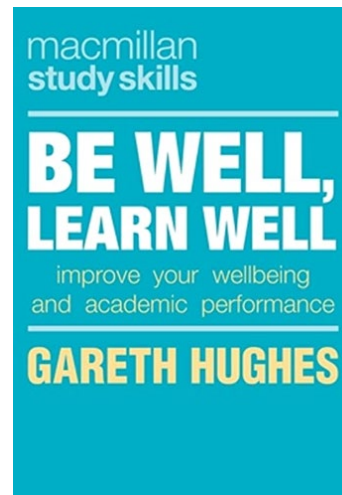
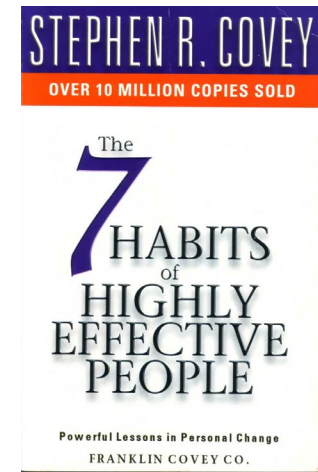
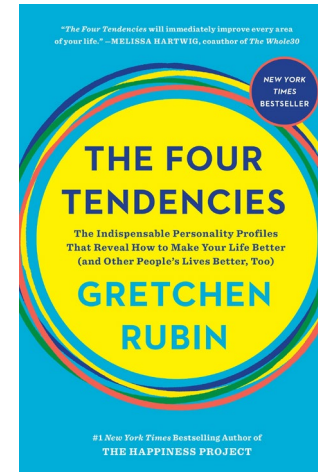
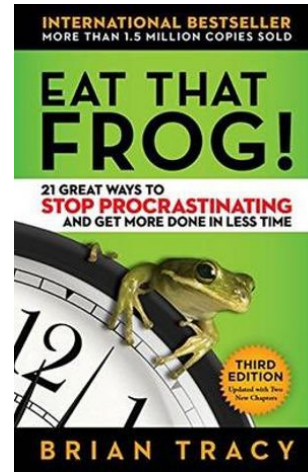


Australian
National
University

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.


Outline

- Managing your time
- Maintaining
 - balance
 - motivation
 - Positive mindset



- Not all of this content will be relevant to you
- See what makes sense for you
- Focus on taking away two or three key points!



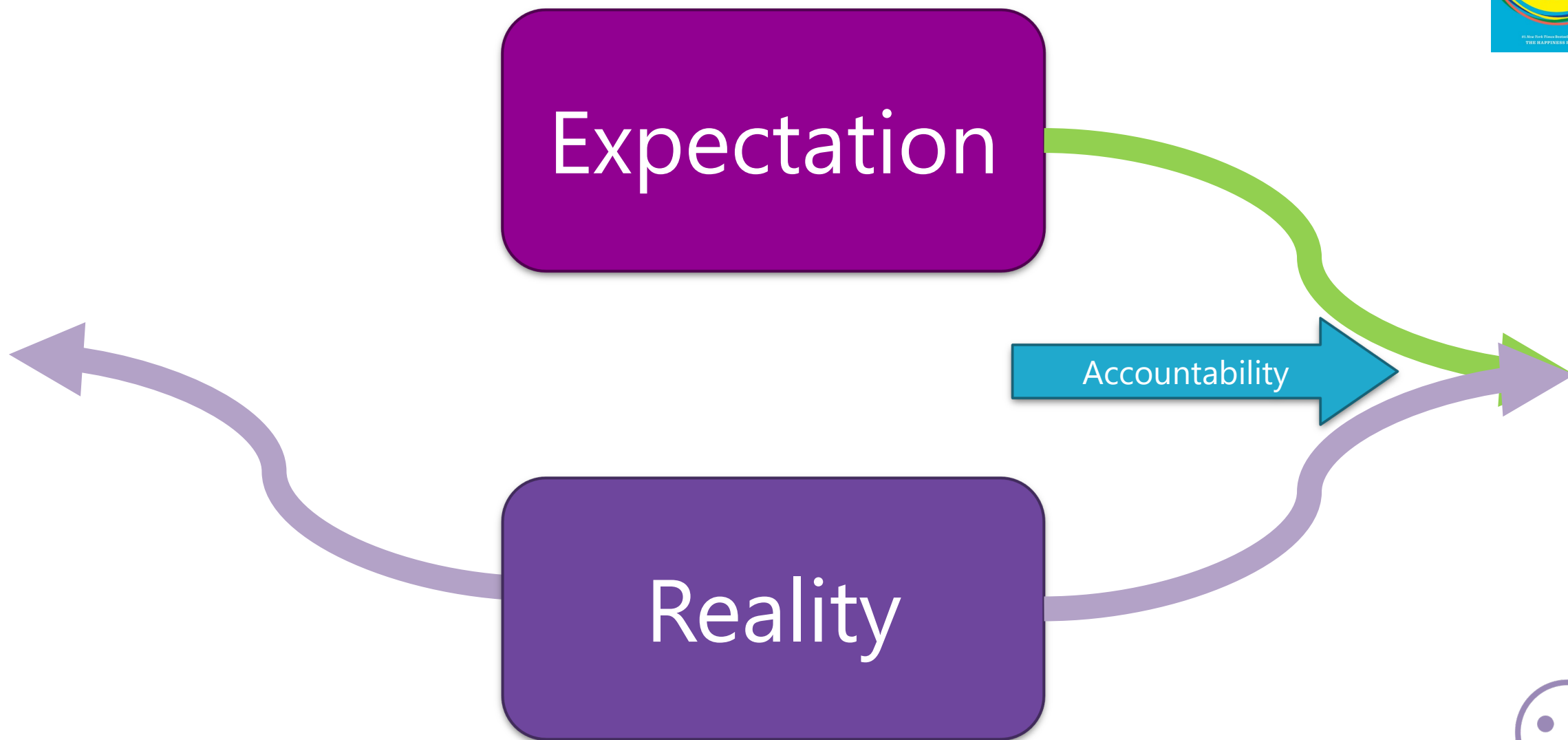
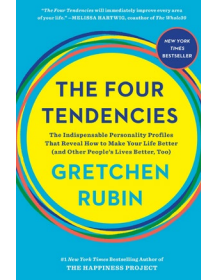


Too much
time?

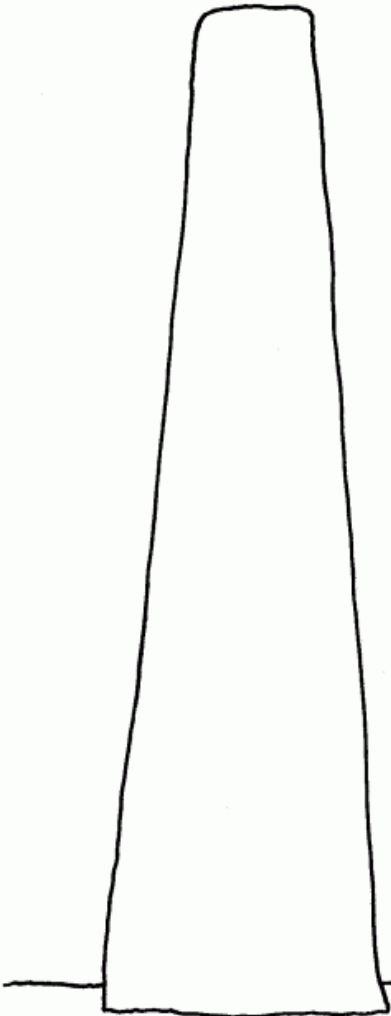
Too little
time?

Know yourself

Κνωμ λογιζε|τ



- What helps you to stay accountable when meeting an expectation?
- What strategies have you used in the past?
- What do you think might work in your studies?

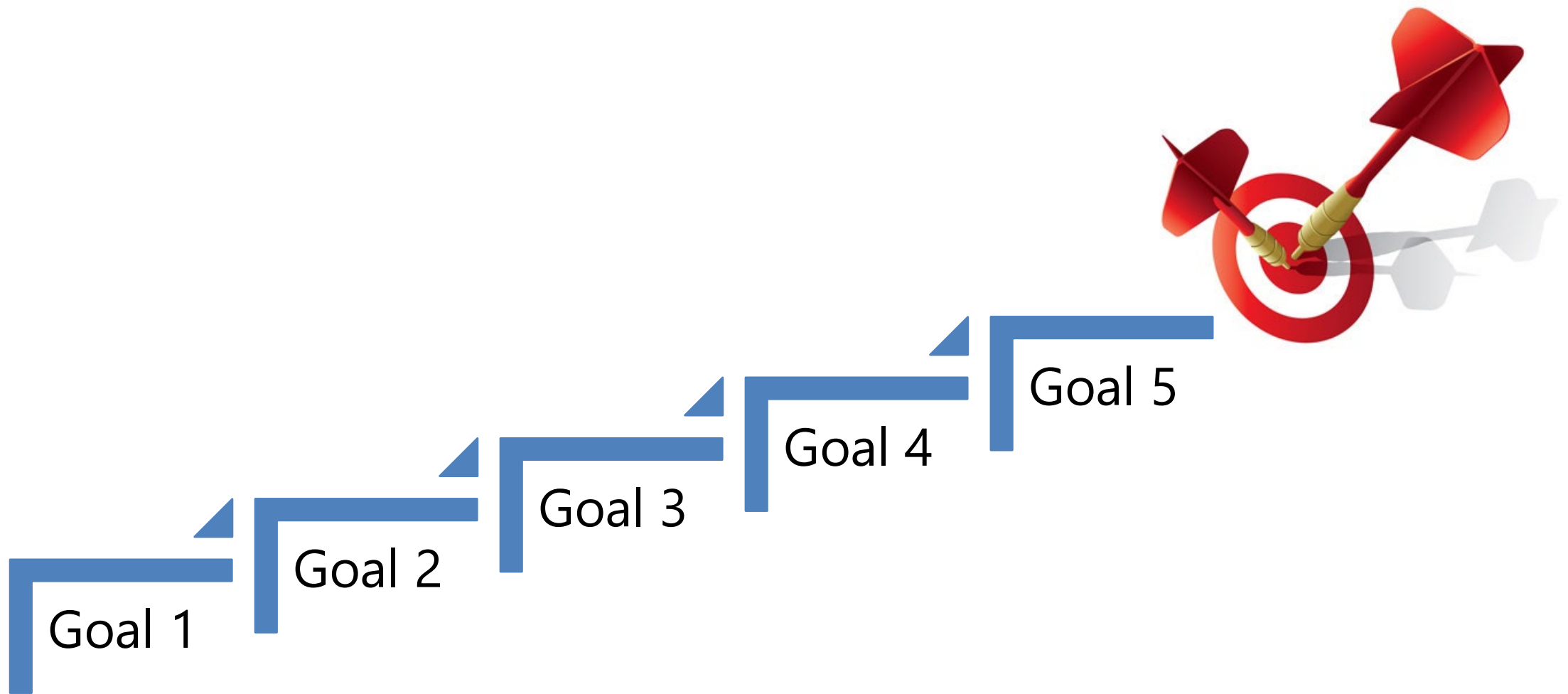


THE TASK
I MUST
UNDERTAKE
IS TOWERING
OVER ME
LIKE A
GREAT BIG
MONOLITH




IT IS TOO BIG
TO CONTEMPLATE,
SO I THINK
I WILL GO
AND HAVE A
LITTLE LOOK
AT THE
INTERNET





Bigger picture planning = break down your tasks

 Australian National University		SEMESTER PLANNER																	
Course	Weeks		1	2	3	4	5	6	Break	Break	7	8	9	10	11	12	Exam	Exam	Exam
	Tasks	%	20/2	27/2	6/3	13/3	20/3	27/3	3/4	10/4	17/4	24/4	1/5	8/5	15/5	22/5	29/5	5/6	12/6
BUS2-00-	Tut Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE						
	Mid semester	25										DUE							
	Report	15												DUE					
	Exam	50															DUE		
BUS2-00-	Mid sem	30											DUE						
	Tut tests	10				DUE							DUE						
	Exam	60															DUE		
H-ZZ-00-	Tut Quiz	15		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE				
	Mid semester	25									DUE								
	Exam	60															DUE		
H-ZZ-00-	Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE				
	Assignment	30				DUE					DUE				DUE				
	Exam	60															DUE		

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Emergency
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ANU Security
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Establishing a routine - work out your weekly pattern

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM	Course 1 lecture	Study	Study	Work	Study		
9:30 AM							
10:00 AM							
10:30 AM	Study	Course 2 tutorial			Course 4 tutorial	Study	
11:00 AM							
11:30 AM							
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 PM	Study	Course 3 tutorial/lab	Study	Study	Study	Study	Work
1:00 PM							
1:30 PM							
2:00 PM	Course 2 lecture	Study	Course 4 lecture	Course 1 tutorial			
2:30 PM							
3:00 PM							
3:30 PM	Course 3 lecture	Study		Study		Hobby	
4:00 PM							
4:30 PM							
5:00 PM	Course 3 lecture	Study			Work	Dinner	Dinner
5:30 PM							
6:00 PM							
6:30 PM	Dinner	Dinner	Dinner	Dinner			
7:00 PM	Study	Study	Sport				
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							

TIME BUDGET:

Blue zone (must do): 12.5 contact hrs

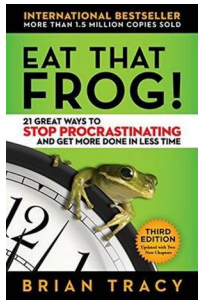
Orange zone (independent study blocks) 27.5hrs

Purple zone (would like to do)

Completing tasks - Develop lists to plan study sessions

Task list

Today's to-do list



BUSB Report

1) ~~PREPARATION~~

- ~~choose competitor~~
- ~~get background info~~

2) ANALYSIS

- ~~gather data~~
- perform calculations
- further research

3) WRITING

- report plan
- first draft
- Re-draft + edit

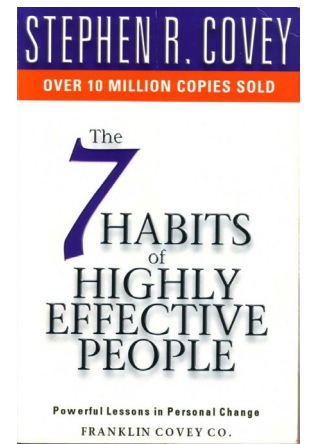
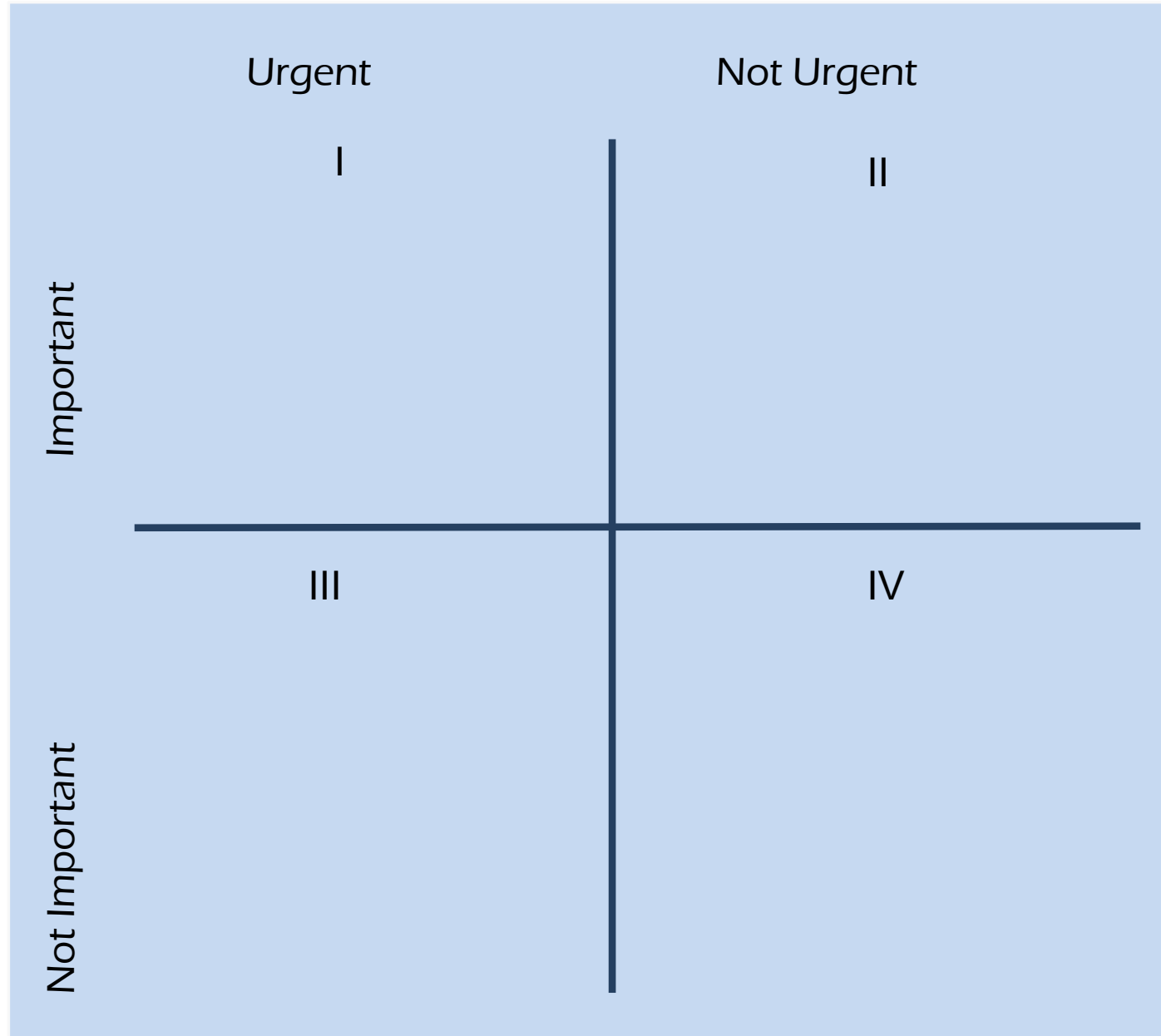
TO DAY

- * Summarise ECON lecture
- * Practice for STAT quiz
- * Prepare for STAT assignment 1
- * **Perform calculations for BUSB report**
- * Revise for ECON tute test

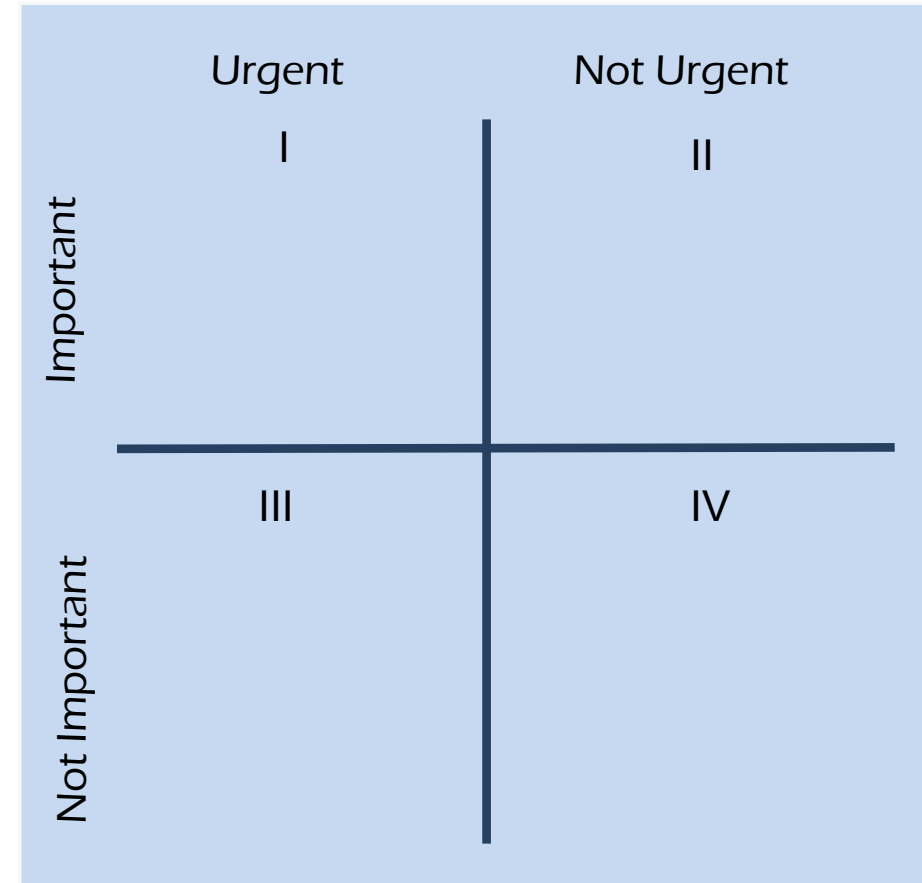
How do you work out what to prioritise?

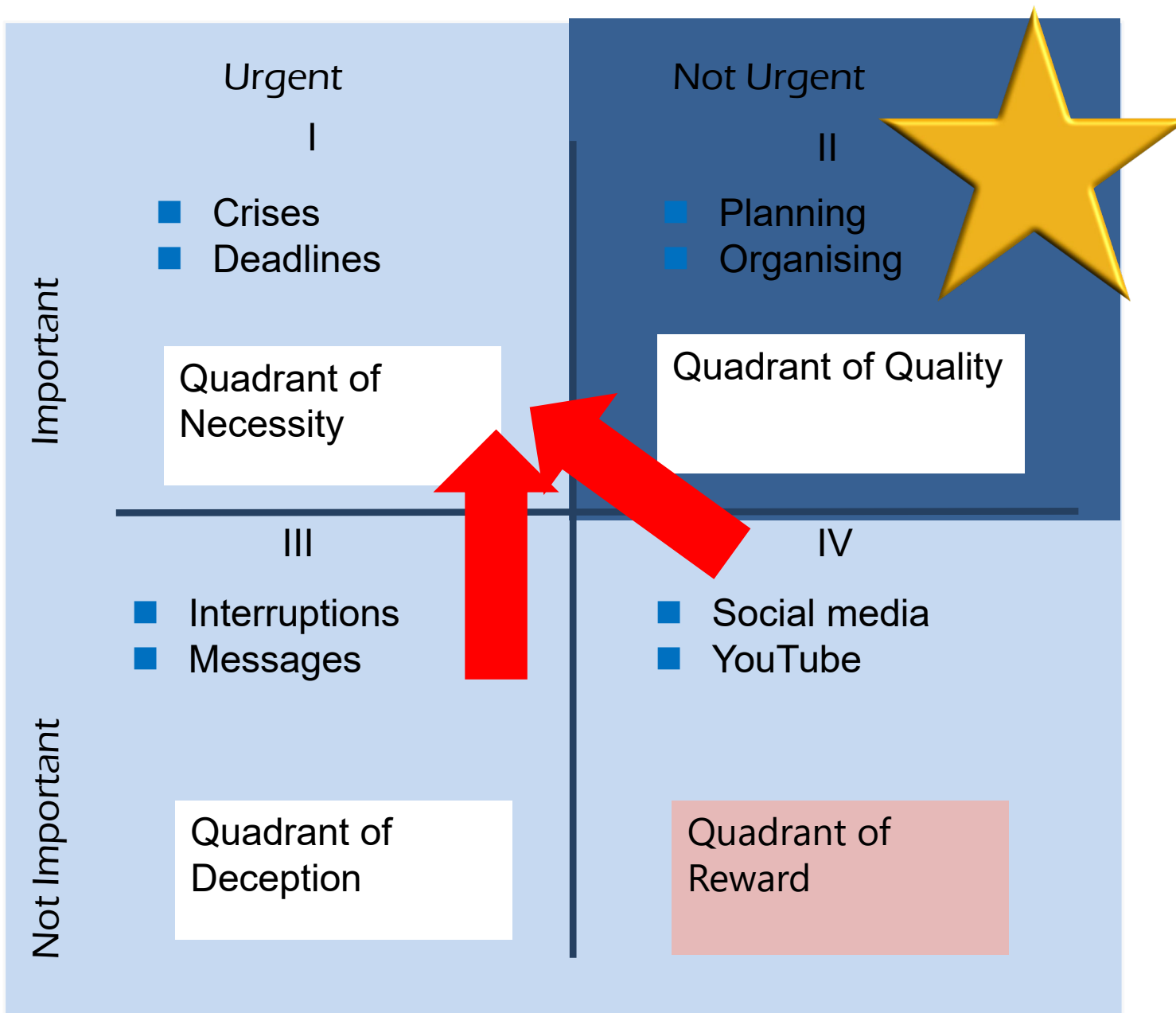


Covey's Quadrants



- What sort of activities do you think fall into the quadrants?
- How do you distinguish what is important?







✓ Break
bad
habits



✓ Develop
good
habits



- What's your schedule like this semester?
- Given what we just discussed, how do you think you will arrange your time? What tools will you use to help you?



Maintaining Motivation

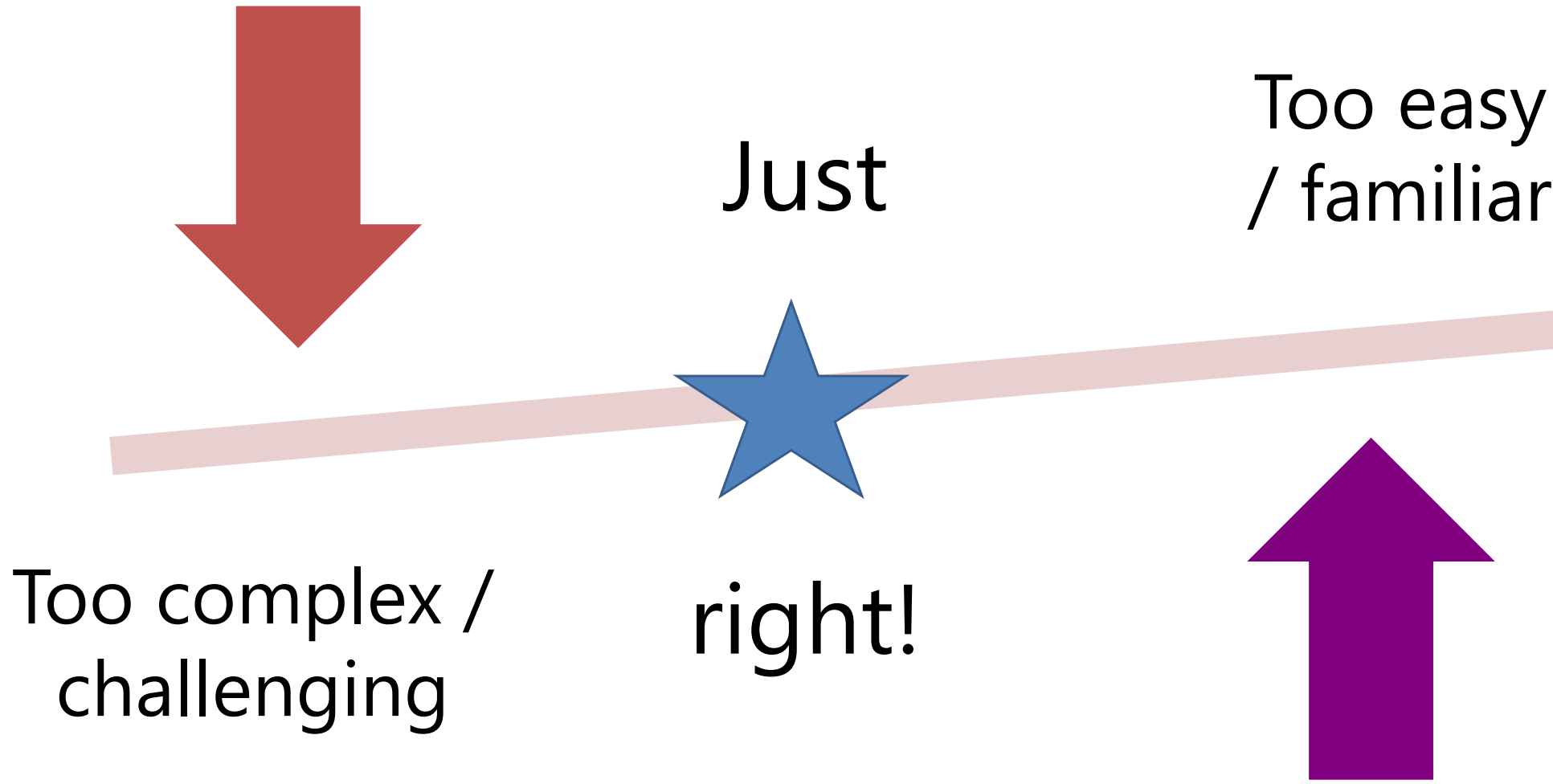
Is it normal to feel unmotivated
sometimes?

Barriers to maintaining motivation

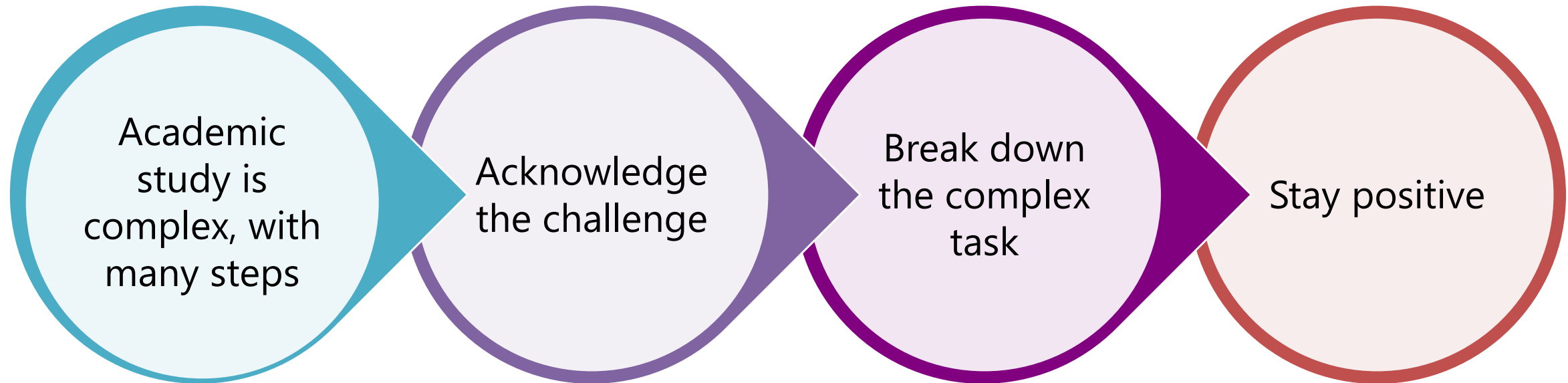
- Boredom
- Anxiety
- Uncertainty
- Habit
- Competing priorities
- Feeling tired or lacking in energy

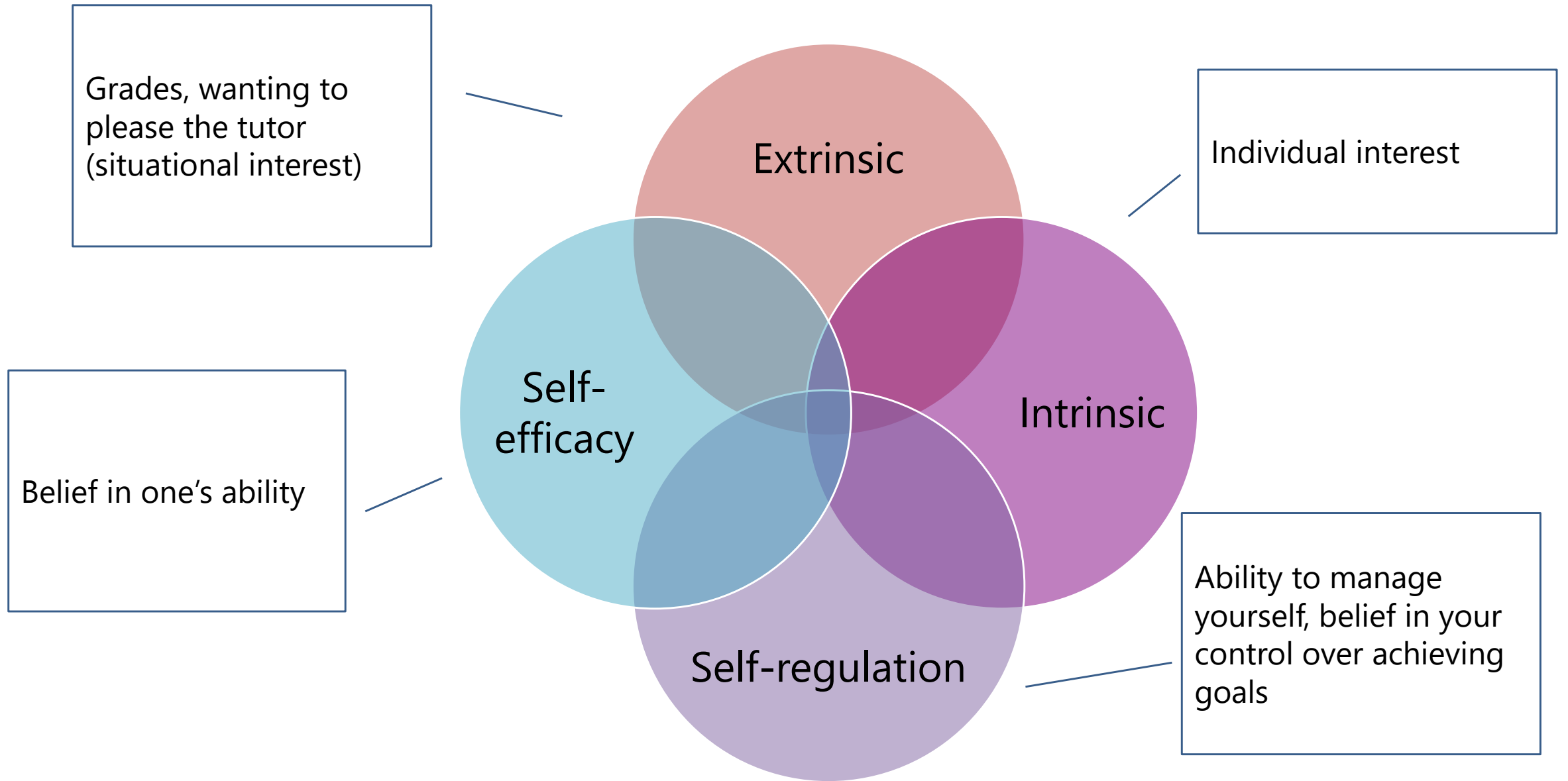


Maintaining motivation



Maintaining motivation





Mackiewicz & Thompson 2013,
p. 45

What's motivating you? What's your
intrinsic motivation?

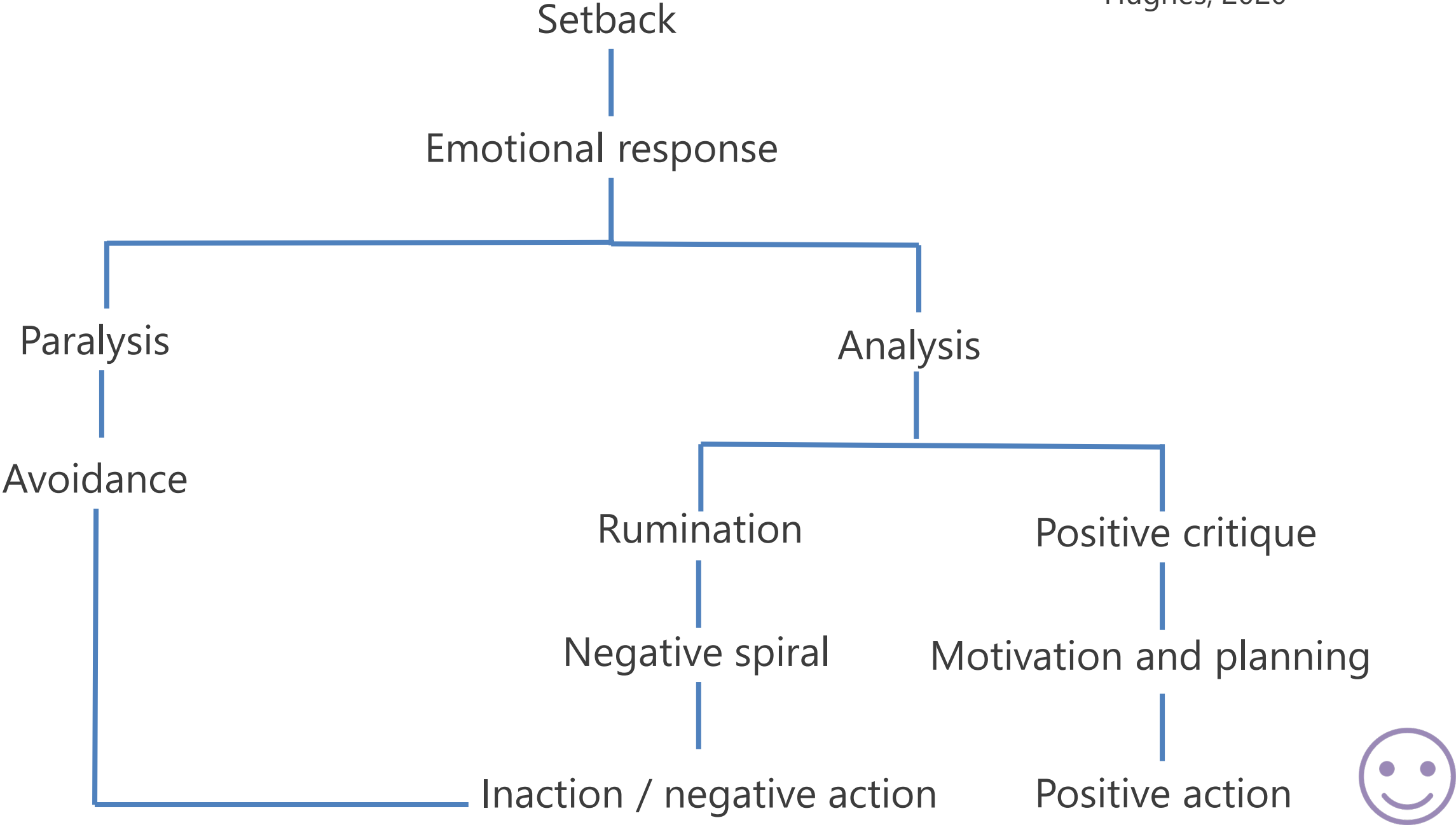
When things go wrong

- Not everything will work out just as you'd hoped
- That's ok
- Mistakes are a crucial part of learning
- Emotions are ok (disappointment, worry, frustration), what you do next makes a difference



Hughes, 2020





Small steps

It takes time
and practice
to manage
our time well
and maintain
motivation



Balance and wellbeing

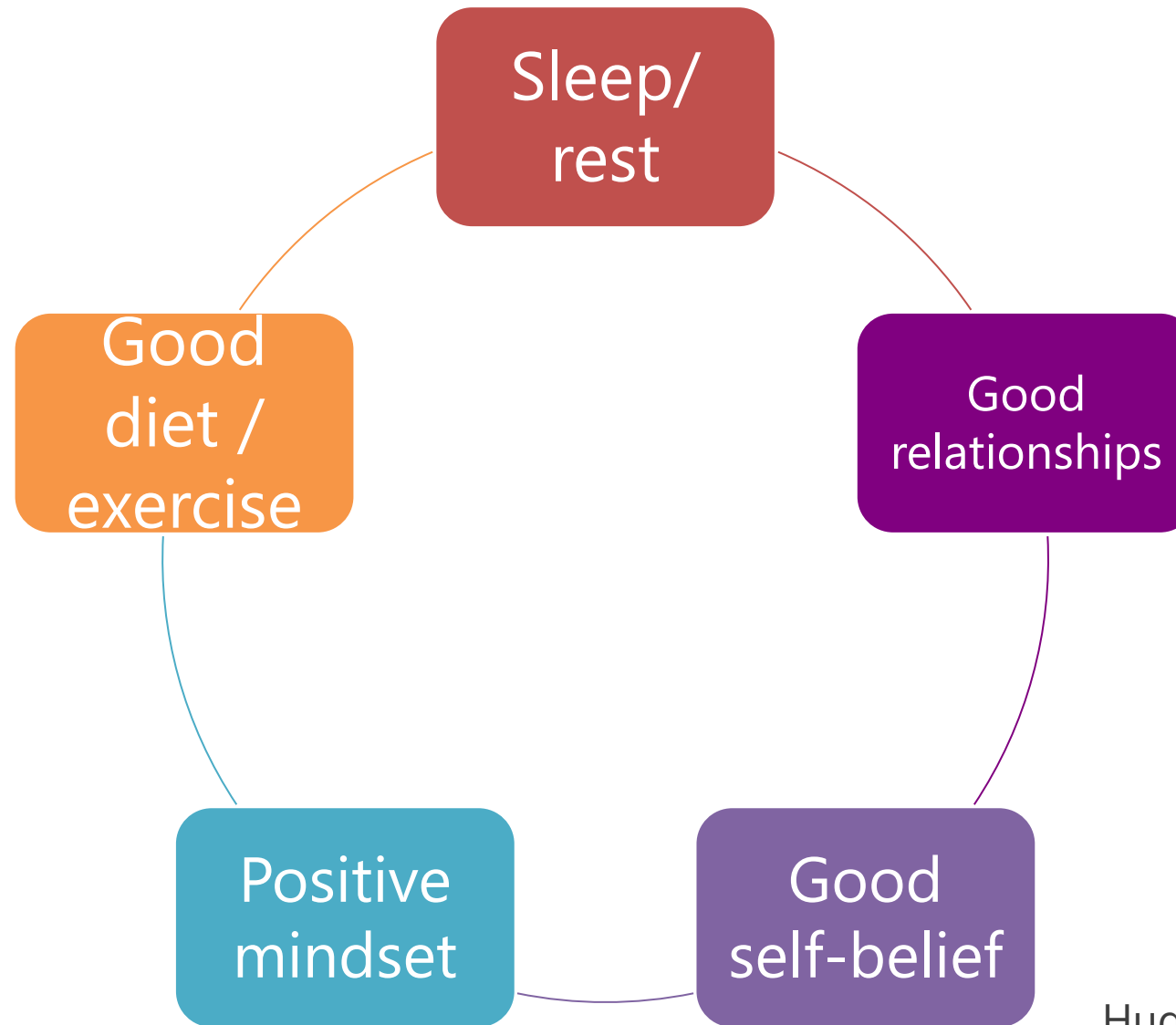
Is poor sleep a normal fact of life,
especially for a uni student?

Is poor sleep a normal fact of life?

NO. Giving up sleep to study has the opposite intended effect: without good sleep, we are more likely to forget the things we learned.



What do we mean by wellbeing?



Hughes, 2020



Social well-being and learning

- Community of learners
- Isolation leads to poor health

Not all friendships need to be close:

- Convenience
- Shared interests or pleasures
- Emotional intimacy



True or false:

At university, I should expect to be stressed. Working hard and stress go hand in hand.

I should expect to be stressed. Working hard and stress go hand in hand.

Stressed

- Fear response
- Reduces ability to think
- Leaves you feeling out of control
- Negative impact on performance

vs

Stretched

- Challenged
- Pushed to the limits, but believe you can succeed

Hughes, 2020





Physical
health



Psychological
health

Academic
performance

Social
health

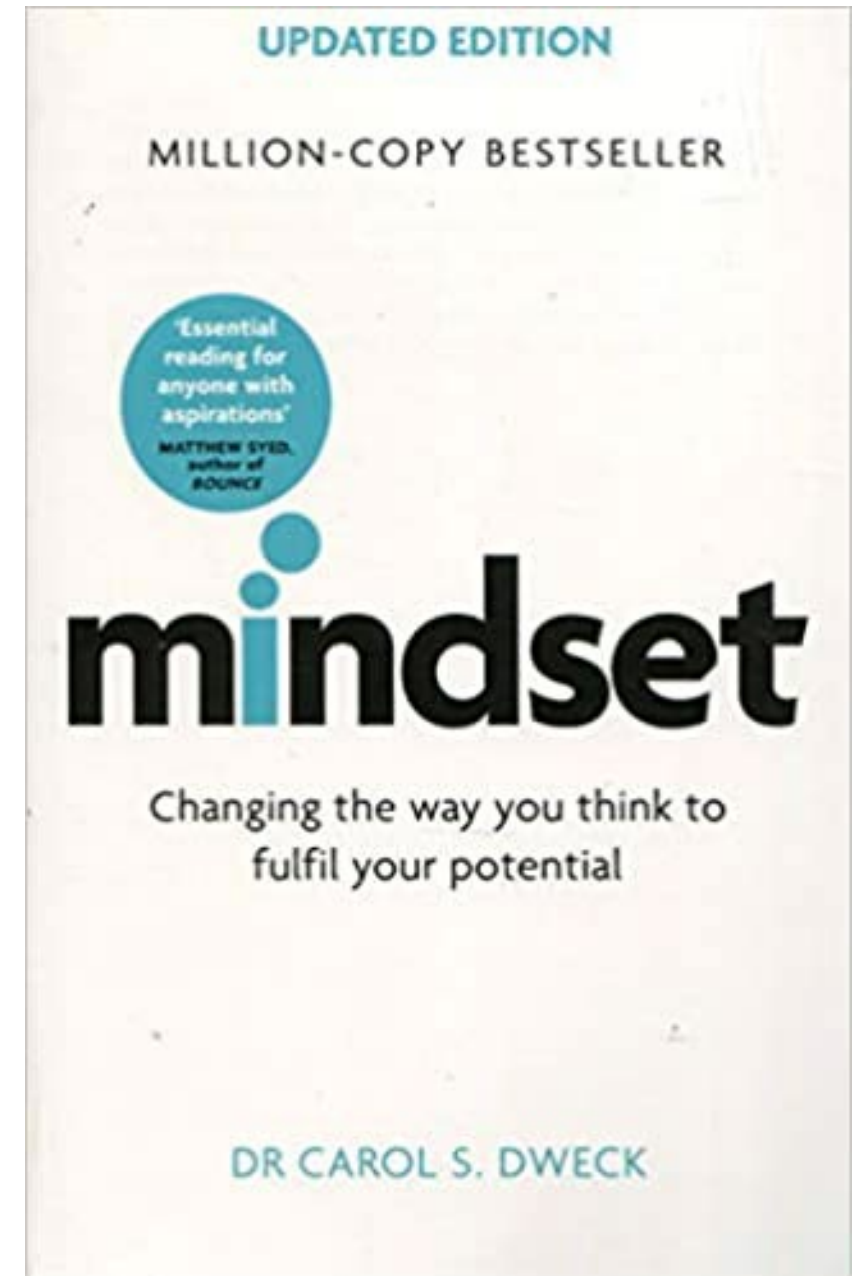
Academic
skills, effort
and approach



Hughes, 2020



Growth mindset





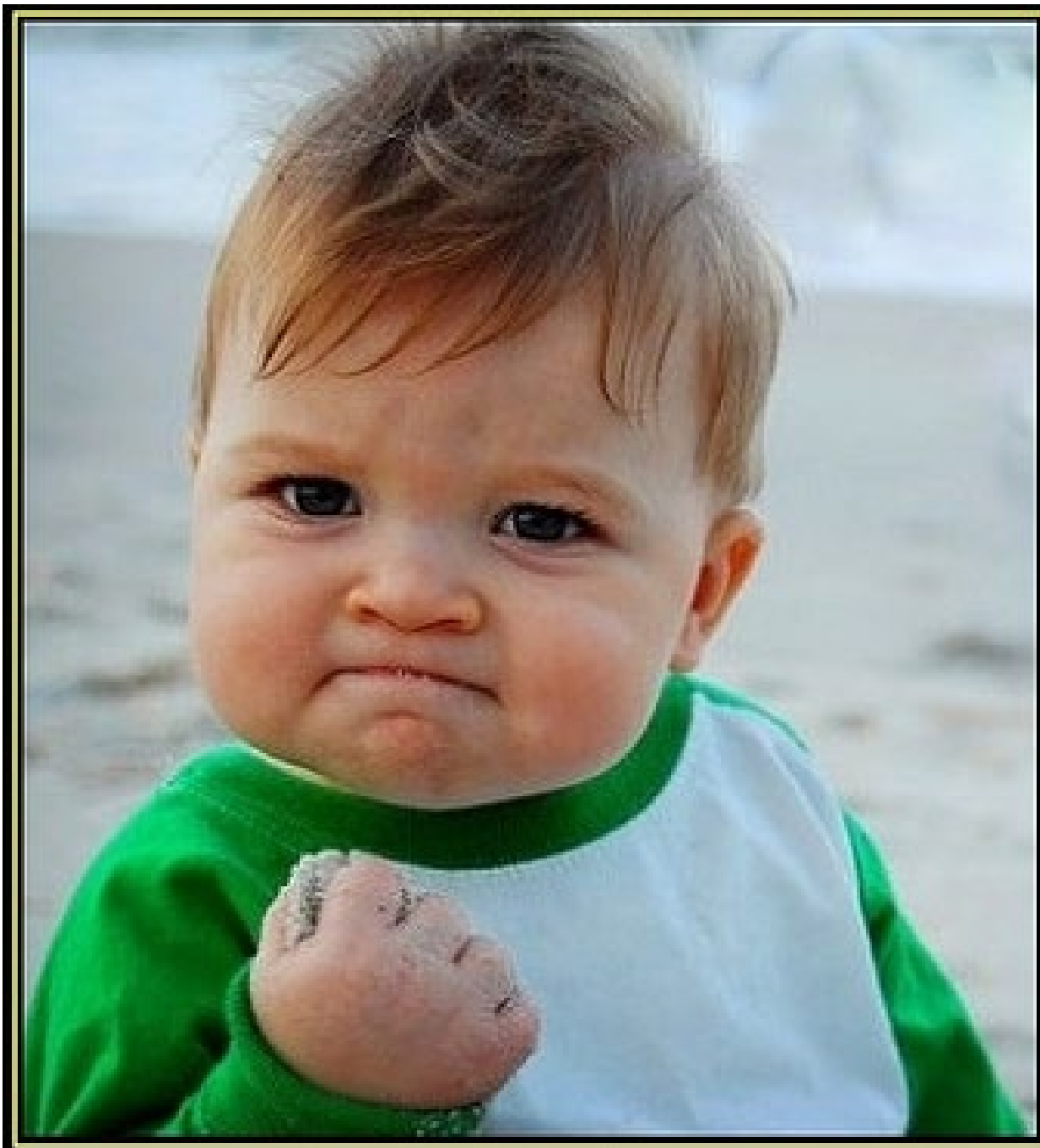
What can you do to develop a growth mindset?

- **Monitor your thoughts**, watching out for negative self-talk. "I'm not good at this." "Everyone else is better than me." "I can't let anyone know I'm confused by this problem."
- **Use positive language**: "What have I learnt?" "Things I can improve are..." "What's another way to approach this?"
- **Seek feedback**: the more the better, it's how you improve
- **Feel inspired** by others' success. Not only famous people, but classmates, friends, tutors, lecturers, and try to spend more time with those people.



Important takeaways:

- You can enjoy uni, be mentally well, and learn well.
- Negative emotions are ok.
- No one knows how to do everything straightaway.
- You can learn and get better at being a student (and at life).
- The basics matter—breathe, sleep, eat healthily, exercise, and enjoy time with friends.
- We got to uni to learn, not to acquire grades.
- Using support is a great skill, and one you can improve.
- You don't have to be perfect to create a life that makes you happy.
- One step at a time. (Small changes build into big change.)



Be well, learn well:
success!

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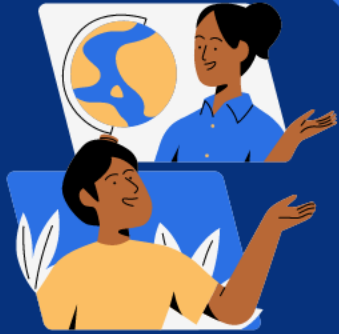


ANU Counselling

- Free confidential counselling -no referral required, students can come about any issue
- Sessions in person or via zoom
- Mental health resources on our website including audio tips and wellbeing handouts
- Group programs each semester
- Get up and Go walking program



Individual consults to support your academic writing and research skills



LEARNING ADVISERS

- 45 minute booked consults for research and coursework students
- Face-to-face, online via Zoom, or written feedback
- Available throughout the year



WRITING COACHES

- 30 minute booked consults for coursework students
- Face-to-face, online via Zoom, or written feedback
- Available during semester



PEER WRITERS

- Receive academic advice from a fellow student
- 10-15 minute drop-ins
- At Chifley Library or online via Zoom
- Available Mon-Fri during semester 12-3pm



DIGITAL LITERACY TRAINERS

- Receive support for your thesis formatting, EndNote and subject-specialist research
- 30 or 60 minute booked consults on Zoom
- Available throughout the year

References:

Dweck, CS 2016, *Mindset: the new psychology of success*, Ballantine Books, New York.

Hughes, G 2020, *Be well, learn well: improve your wellbeing and academic performance*, Red Globe Press, London.

Duckworth, A 2017, *Grit: the power of passion and perseverance*, Vermillion, London.