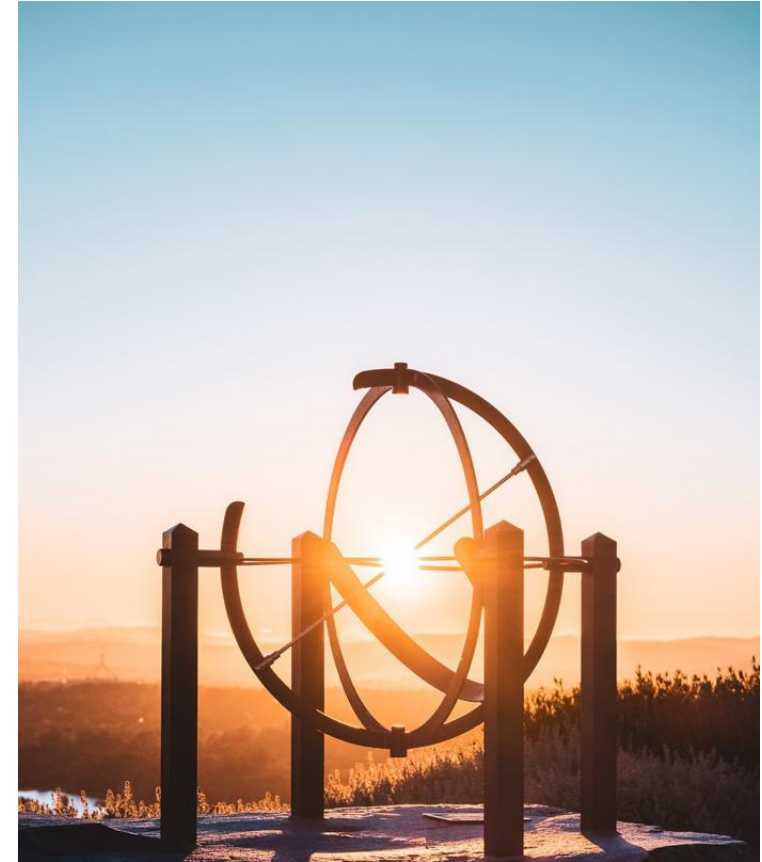


Managing your time: How to Succeed at Uni

ANU Academic Skills



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

Encouraging Well being

Resources for the semester

Not all of this content will be relevant to you now.

Return to it as you need in the semester.

Academic Skills Orientation 2025

[Dashboard](#) / [My courses](#) / [ASOrientation_2025](#)

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

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ANU Library Academic Skills

LEARNING ADVISERS
WRITING COACHES
PEER WRITERS
DIGITAL LITERACY
TRAINERS





Too much
time?

Too little
time?

Know yourself

Κνωμ λοησετ

Time management



From: <https://www.nytimes.com/2013/06/16/movies/homevideo/new-dvds-safety-last-accidentally-preserved.html>



Brainstorm in groups of 2 or 3

- What could make time management difficult?
- What's worked for you in the past?
- What resources can you use for time management as a uni student?





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



How do you work out what to prioritise?



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
BNS2-00-	Tut Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE						
	Mid semester	25									DUE								
	Report	15											DUE						
	Exam	50															DUE		
BUC2-00-	Mid sem	30										DUE							
	Tut tests	10				DUE						DUE							
	Exam	60															DUE		
B-Z2-00-	Tut Quiz	15		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE				
	Mid semester	25									DUE								
	Exam	60															DUE		
B-ET-000	Quiz	10		DUE	DUE	DUE	DUE	DUE			DUE	DUE	DUE	DUE	DUE				
	Assignment	30				DUE					DUE				DUE				
	Exam	60															DUE		

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ANUSA
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E sa.admin@anu.edu.au
T +61 2 6125 2444

Dean of Students
W anu.edu.au/students/contacts/dean-of-students
E dean.students@anu.edu.au
T +61 2 6125 4184

Emergency
T 000
ANU Security
T +61 2 6125 2249 (Press 1 for Emergency)

Scheduling your time – 168 hours per week

- Sleep
- Personal care
- Food preparation and eating
- Health and fitness activities
- Hobbies
- Social activities
- Travel
- Volunteering
- Spiritual activities
- Life admin (groceries, bills, etc.)
- Coursework study
 - Lectures
 - Tutorials/seminars/practicals
 - Readings
 - Discussion board posts
 - Assignments
 - Quizzes, tests, exams
- Paid work
- Professional development courses





Project _____

Date _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5AM							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12PM							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							



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									
11:00 AM	Study	Course 2 tutorial				Study			
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									
2:30 PM	Course 2 lecture	Study	Course 4 lecture	Course 1 tutorial					
3:00 PM									
3:30 PM									
4:00 PM									
4:30 PM	Course 3 lecture	Study		Study	Work	Hobby			
5:00 PM									
5:30 PM	Dinner	Dinner	Dinner	Dinner		Work		Dinner	Dinner
6:00 PM									
6:30 PM									
7:00 PM									
7:30 PM	Study	Study	Sport						
8:00 PM									
8:30 PM									
9:00 PM									
9:30 PM									

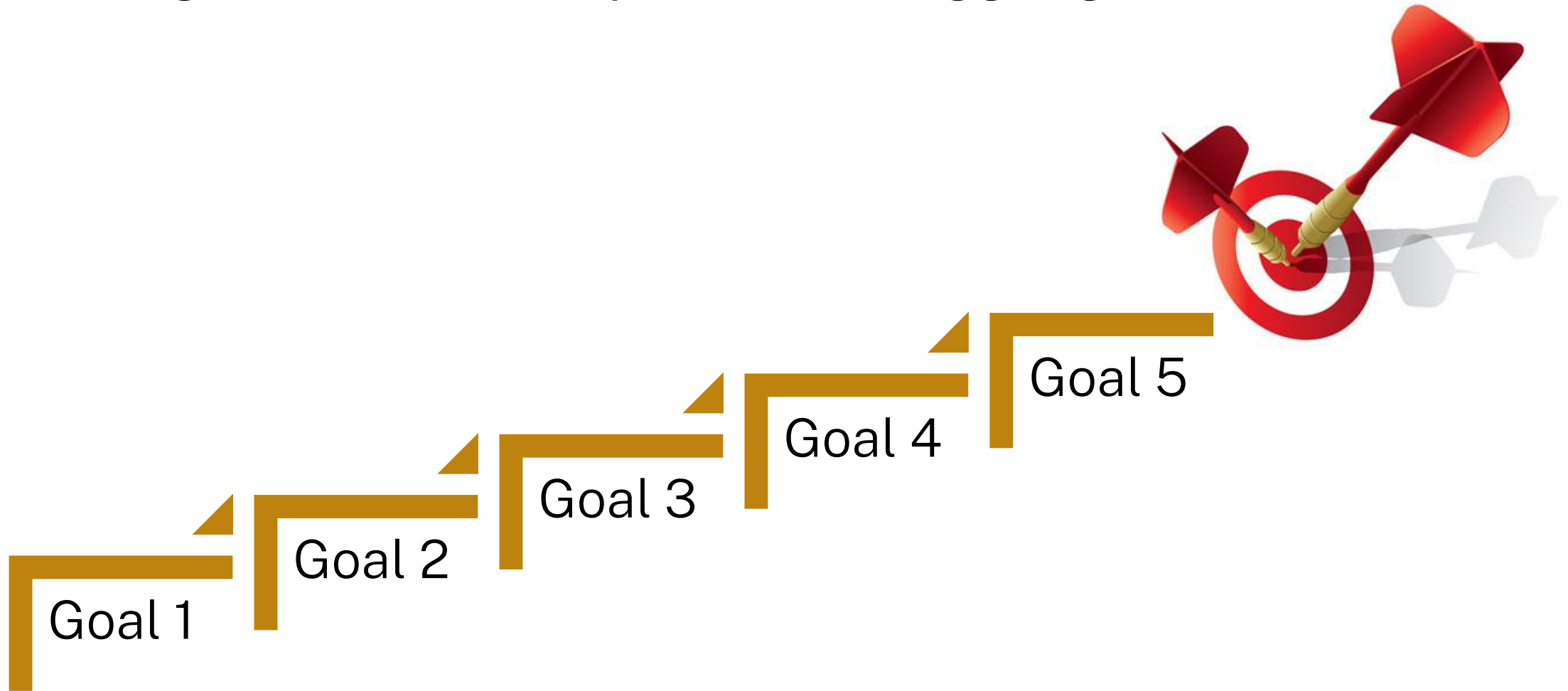
TIME BUDGET:

Blue zone (must do): 12.5 contact hrs

Orange zone (independent study blocks) 27.5hrs

Purple zone (would like to do)

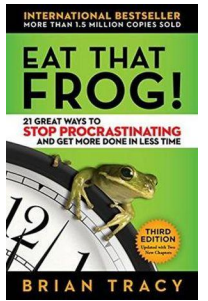
Smaller goals serve as steps towards bigger goals



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

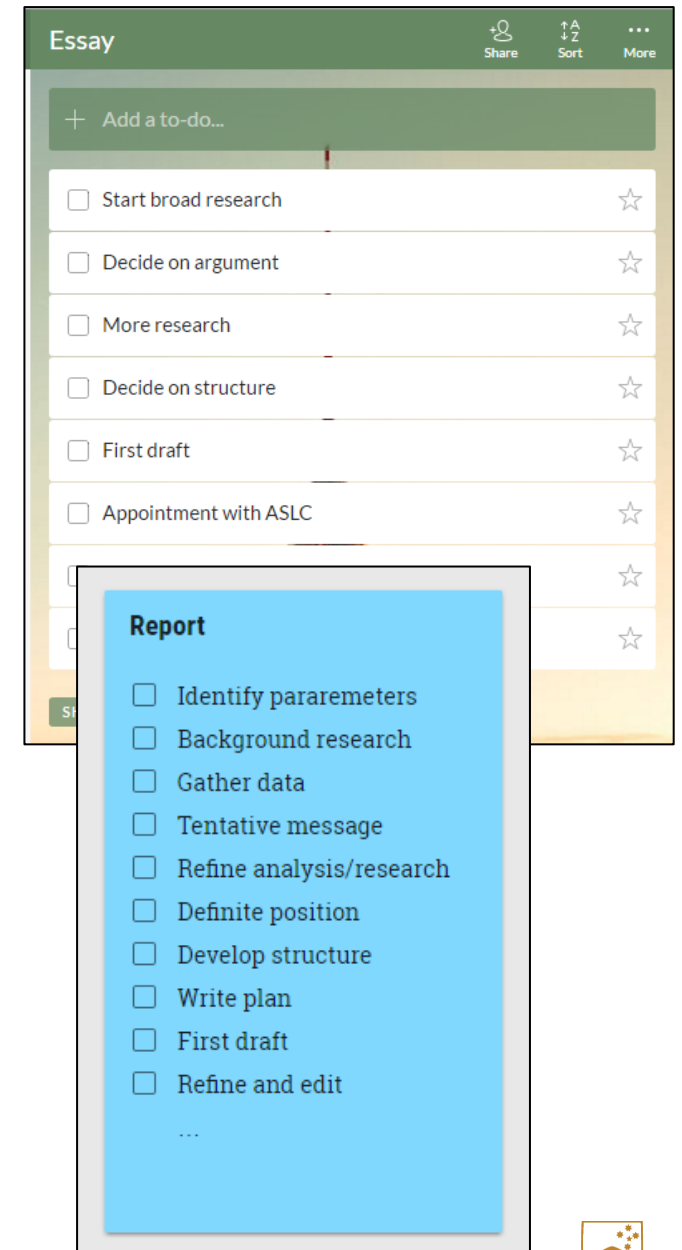
- * Summarise ECON lecture
- * Practice for STAT quiz
- * Prepare for STAT assignment 1
- * **Perform calculations for BUSB report**
- * Revise for ECON tute test

What tools can you use to help you?



Electronic to-do lists

Tool	Description
<u>Wunderlist</u>	A simple list application for making a quick to-do list that you can access on multiple devices
<u>Evernote</u>	Also a list application but includes lots of other tools such as notetaking. Has a free and a paid version
<u>Google Keep</u>	Works like post-it notes that you can colour code. Simple, free and effective
<u>Trello</u>	A more serious project management tool that allows you to share lists with others and allocate tasks across a group



Doing the work

Minimise distractions via

Apps

Cold Turkey (Android)

Freedom (iOS)

Forest (iOS)

SelfControl (Mac)

Create a productive study/ writing space

Change environments where needed



From: <https://www.rightattitudes.com/2018/03/13/what-your-messy-desk-says-about-you/>





Get started with **THE POMODORO TECHNIQUE**

- 1** Identify your tasks for the day
 - 2** Set a timer for 25 minutes
 - 3** Work for the duration of the timer
 - 4** Take a five minute break
- ★ After every fourth break, take a longer break of 15-30 minutes

SMART GOAL

S = Specific

M = Motivated by values

A = Adaptive (Is this goal likely to improve your life in some way?)

R = Realistic

T = Time-framed

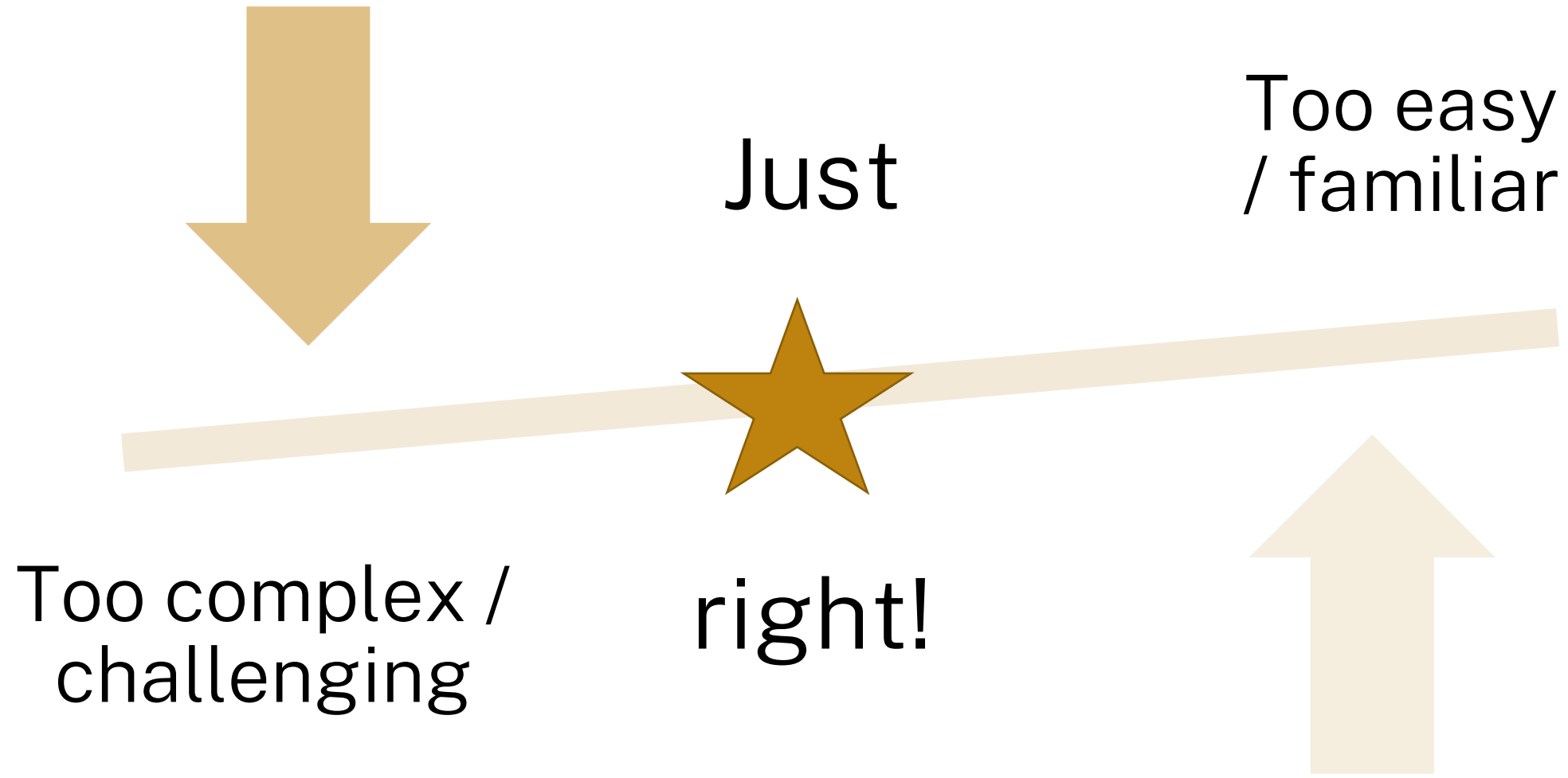
Image credit here



Discussion: What's motivating you?

- What do you love about the subjects you have decided to study?
- What do you want to achieve with your eventual degree from ANU?

Maintaining motivation



Motivation

The Seven Rs' for Lasting Change



REMINDERS



RECORDS



REWARDS



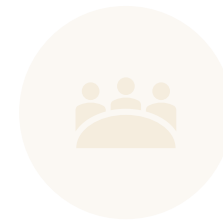
ROUTINES



RELATIONSHIPS



REFLECTING



RESTRUCTURING
THE
ENVIRONMENT



Manage your wellbeing

The Healthy Mind Platter



The Healthy Mind Platter for Optimal Brain Matter™

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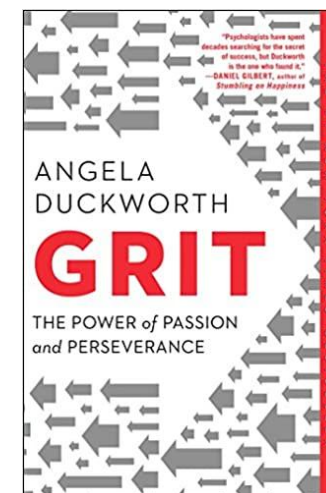
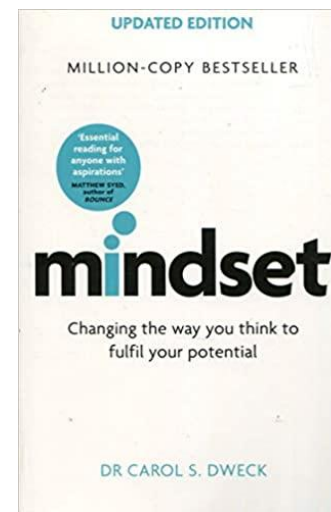
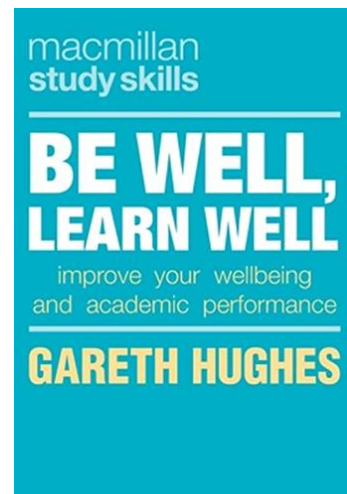
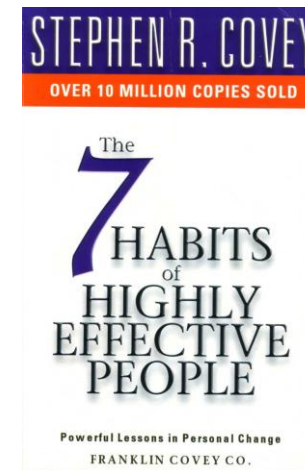
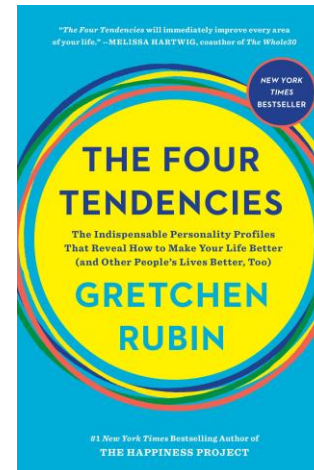
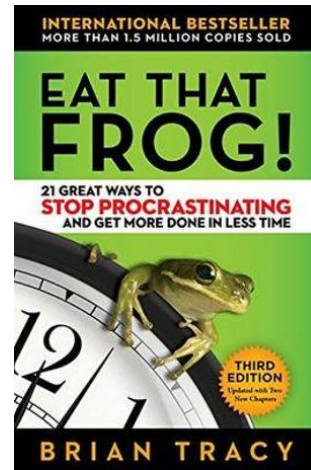
Important takeaways:

- You can enjoy uni, be mentally well, and learn well.
- Negative emotions are ok as a student (and in life).
- The basics matter — breathe!
- No one knows how to do everything straight away.
- You can learn and get better at sleep, eat healthily, exercise, and enjoy time with friends.
- We go 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!

Many resources



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[ANU Counselling](#) | [Australian National University](#)



ANU Library and Academic Skills

Coursework Students

Online Resources

Access resources to support with assignments and study skills including videos and downloadable resources

Drop in advice

Drop in for assignment advice with peer mentors or library advice with librarians

Assignment and Study Skills

Book appointments with writing coaches and learning advisers

Discipline Specific Research

Book appointments with librarians

Workshops

Register for workshops on a range of university writing and study skills

English Language

Improve your English language in a fun group setting

Research Students

Online Resources

Access resources to support with thesis writing and study skills including videos and downloadable resources

Drop in advice

Drop in for library advice with librarians

Discipline Specific Research

Book appointments with librarians

Workshops

Register for workshops on a range of topics such as finding and evaluating sources, research data management, and StoryMaps with GIS

English Language

Improve your English language in a fun group setting

anulib.anu.edu.au / academicskills.anu.edu.au

Want to view Academic Skills videos?

Browse the site:
www.anu.edu.au/academicskills

In Wattle, self-enrol in *Academic Skills Orientation 2025*

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» » Current students » Academic skills » Writing & assessment » Essay writing

Essay writing

[View](#) [Edit](#) [Revisions](#)



At university, you will come across many different kinds of essay questions. The one thing to remember, no matter the question, is that academic essay writing is persuasive. This means that you are expected to take a position and present an argument in order to convince the reader of your

Essay writing »

- Find your argument

