

Wolfson Academic Skills

Time Management

Templates



Before attending to the first thing that springs to mind, ask yourself: what has to be done now and what can wait? The best way to prioritise is not to have a single to-do list but instead divide tasks into a number of different timescales:

- short term (morning, afternoon, daily)
- medium term (week)
- long term (monthly, termly or longer if dealing with a dissertation, project or thesis).

Keep your goals SMART:

- Specific – what exactly do you have to do?
- Measurable – how much do you have to do?
- Achievable – could you do it?
- Realistic – do you have the time and resources to do it?
- Timely – it is a priority right now?

Here are some templates to help you visualise your goals. We start with the long term planner so that you can see the big picture. This will help you create smaller, achievable tasks which you can slot into your weekly or daily routine.

Look at our skills guide on Time management for more information on staying organised and tools that can help you.



Long-term planner: your term

It can be helpful to see the term at a glance. Refer to key dates for essays, exams, and other major academic events. Then input any key dates for your extra-curricular activities such as performances or match dates. This template starts on a Thursday, to tie in with the Cambridge teaching week.

	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							



Medium-term: your week at a glance

This template helps you focus on what you need to do this week and what it would be good to start doing for next week. It has several sections so that you can jot down ideas as they come to mind. It helps to break down your week so that you can plan your daily schedule.

Focus for this week

Academic meetings and appointments

Extracurricular commitments

Things I didn't finish last week

Things I must do – rank them so that the most important get done first

Things that would be a bonus if I started this week



Short-term planner: your day

As well as having daily goals, try to focus on tasks, when and where you're going to them. Be as specific as possible and consider what it is you can realistically achieve in a set period. Remember that it is important to have some flexibility built into your day so that you can accommodate last minute changes to your plans.

Daily goals:

Morning tasks

Afternoon

Evening



Weekly time log

If you feel that you don't have enough time for some things, you could keep a log for a week. If you do it daily, it'll be easier to remember how long you spent on different activities.

	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total
Sleep								
Meal times								
Exercise								
Study time								
Contact time								
Extra-curricular								
Social media								
Internet/TV/films								
Socialising								
Family								
Other								
TOTAL	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	/168

