Managing Your Time – Work Smart

There’s a lot of reading and preparation to do – we know that – and sometimes it seems that you just can’t fit everything into a working week. So, how can you balance all your work requirements and (whisper) have a life outside study?

It’s all a matter of balance. And to start that balance you need to work out, as precisely as you can, all the tasks that you’re going to have to complete during a particular term. We recommend using a diary or other kind of planner – something where you can write down all your time commitments. You should include the following:

- **Lectures**
  These are a must for every module as they are the starting point for your learning process. If you can’t attend a lecture in person, you will need to catch up by listening to the recordings (where available). These will be posted on the moodle page for each module.

- **Seminars**
  are compulsory and attendance is recorded. But more importantly than that, seminars give you the opportunity to discuss topics with your seminar leaders and fellow students. In order to do this you will need to do the...

- **Seminar Preparation**
  We can’t emphasise this enough – the students who prepare for seminars have a much easier time when it comes to writing assessments and preparing for exams. Try not to think of preparing for each seminar as an isolated task, but rather as part of the process of achieving success in each module. For more information, click [here](#).

- **Assessments**
  Every module guide will give you the deadlines for the assessment for that particular module. Note the deadlines on your calendar. You start the preparation for each assessment by listening to module lectures and participating in seminars. When the assessment task is available (essay titles, etc), make sure that you understand what is being expected of you. If you’re not sure – confirm with your seminar leader. Every seminar leader will hold office hours, go and see them. Or email them any questions. Further preparation will depend on the type of assessment. We have more guidance [here](#).

- **Organisation**
  This really is the key. Make sure that you can find all your notes – it sounds obvious, but keep your lecture notes with the relevant seminar notes. Try colour-coding to make important things stand out. Mark up your case-readings so that you can quickly identify the legal issues and find quotes to support your work when you need them.

- **Diary**
  On a weekly basis allocate enough time in your diary for all the tasks that you need to do. And, try and keep to it! Include some time for the extra-curricular activities that you enjoy, they’ll keep you sane!