

# Evaluating Your Use of Time

Whilst at university, most demands on our time fall into four categories: Study, Family, Work and Social. Finding a workable balance, so that you are using your time effectively can be a challenge, but there are things you can think about which will help you plan your time better.

Answer the following questions to begin to understand the demands on your time.

## Study

- Where do you study? Do you study at home or at the library?
- Do you have a commute to your favourite place to study?

---

---

---

---

## Family

- Do you have carer responsibilities? (This could be children, elderly parents etc.)
- Are there times/days when you are busier?
- Who requires your time and when?

---

---

---

---

## Work

- Does your employment fit alongside your studies?
- Do you have a good work/study/life/balance?
- Is your line manager understanding of your commitments to university?

---

---

---

---

## Social

- Do you have enough down time to enjoy social events, hobbies etc.?
- Do you socialise too much?
- Do your friends and family respect your commitments to studying?

---

---

---

---

Understanding where your time goes throughout the week is a good starting point to identifying any gaps that could be utilised better.

Balance is the key to using your time wisely. It is of no benefit to remove all social activities from your week if you are left miserable and unmotivated to study.