



WHAT HAVE
you made
TIME FOR



TODAY?

Optimise Time

FIND WAYS TO OPTIMISE TIME
www.wgtn.ac.nz/wellbeing



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If you're feeling overwhelmed and out of control, we have services that can help.

Free to take!

For a list of our support services, visit:
wgtn.ac.nz/students/support



“ YOU DON'T HAVE TO SEE THE WHOLE STAIRCASE, JUST TAKE THE FIRST STEP. ”

- MARTIN LUTHER KING, JR.

WHAT DISTRACTS YOU?



Multitasking

Studies show only 2% of the population can actually multitask. Try *monotasking* instead. Focus on one task at a time.¹



Notifications

Phone, tablet or laptop notifications—if your device pings with alerts all day, this may mess with your attention span. Turn off email and social media alerts, to cut down on distraction.



Social media

All of us are guilty of getting stuck on social media like Facebook, Instagram and Snapchat. Try being specific with your purpose for checking in, then set a time limit.



Being disorganised

Having to get up to look for things could break your momentum during study. Organise your space before starting a long study session so you have all that you need within reach.

Check out our resource on how to set up a good study routine: www.wgtn.ac.nz/student-learning

¹Source: Only 2% of the population can multitask
www.businessinsider.com.au/multitasker-test-tells-you-if-you-are-one-of-the-2-2014-5

How do you eat a whole elephant?

ONE BITE AT A TIME :)

Don't let the size of a task overwhelm you—break down big tasks into small chunks.



BREAK THE CYCLE OF PROCRASTINATION



The more we worry about failing or everything needing to be perfect, the more we procrastinate. And the longer we procrastinate, the more we find things to worry about. Break the cycle by taking action.

MAXIMISING YOUR STUDY TIME

We all have times in the day when we are most alert. Get to know what works for you and make the most of your 'up times'.



- **WRITE DOWN YOUR WORRIES** and deal with them later when study is complete.
- **STUDY DIFFICULT SUBJECTS FIRST**, or start with subjects that give you confidence to get on a roll for those harder subjects.
- **CONSIDER STAYING WITH A RELATIVE OR FRIEND** to help with pressure and take away distractions before an exam.²

Check out our resource on studying smarter:
www.wgtn.ac.nz/study-smarter

²Source: Staying Sane on Campus, published by Victoria University of Wellington

“ TIME IS YOUR BIGGEST GIFT. INDEED, IT IS MORE VALUABLE THAN MONEY AS YOU CAN MAKE MORE MONEY, BUT NOT MORE TIME. ”

– DAVID HIEATT, *Writer*

How will you use your time today?

DID YOU KNOW?

WANT TO DO MORE?
 Make time for rest.



An experiment in the 1940s saw men load iron onto trains. When they worked with no breaks, they managed to load 12 ½ tons. They were exhausted by noon.



The next day, they were told to work for 26 minutes and rest for 34 minutes. They repeated this cycle all day and managed to load 47 tons.

The lesson? Making time for rest helps you be more productive.³

³Source: Do Purpose by David Heatt

POMODORO TECHNIQUE



Here is a simple technique that breaks your time down into chunks.

- 1 For **25 MINUTES** you turn off all possible distractions, and then work on only one thing for that time.
- 2 Then, take a 5-minute **BREAK**.
- 3 **REPEAT** as many times as you need to finish your task or study.

To learn more, visit pomodorotechnique.com. An app you can use on your desktop is **Tomighty** www.tomighty.org.

MAKING TIME FOR WHĀNAU AND FRIENDS

Even with our study priorities, making time for whānau matters.

Here are quick tips to make time for whānau today:

- 1#
- 2#
- 3#
- 4#

Send a simple text saying you're thinking of them.

If you're living away from home, send a photo or two of anything you want to share about your uni life.

Book in time to Skype someone you haven't talked to for a while.

Helping a friend as a study buddy is a great way to keep in touch, lift someone's spirit and give yourself a boost.