Logo, company name

Description automatically generated

**Session Handout**

**(Time management)**

**Time management techniques**

* **Diary**
* **Online calendar**
* **Wall calendar**
* **Phone / tablet app**
* **Sticky notes**

**Be realistic and balance what you want to achieve in your studies with your personal and professional life commitments**

**Consider the time available to you, the effort needed and the outcome at stake**

**Use any type of calendar and/or active reminders (alerts on your phone?)**

**Plan ahead …**

**…but be also prepared to improvise!**

**At times, even the best plans have to be changed at the last minute!**

**A cup of coffee on a table

Description automatically generated**

[This Photo](https://www.flickr.com/photos/50398299@N08/24801643151) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)

Make sure you have regular study sessions

4 hours study and no break doesn’t sound like a good idea

Have some regular breaks

Don’t forget to reward yourself for completing a course unit or an assessment!

