Use this self-assessment sheet (please find on the next page) to determine how effectively you use your time. The best way to use this is to be honest about what you did. For example, you may decide to spend the morning revising (4 hours) but when you record what you actually did with the time, you may find that time was used on other activities.

|  |  |  |
| --- | --- | --- |
|  | Intended use of Time | Actual use of Time |
| Afternoon (4hours) | Revise for exams (4 hours = 240 minutes) | Facebook (30 minutes)  Twitter (25 minutes)  Coffee and biscuits (30 minutes)  Phone home (20 minutes)  Talk to flat mates (15 minutes)  Revising (120 minutes) |
|  |  | 120 minutes lost, 120 minutes (2 hours) left for revising |

With your self-assessment form you can identify your distractions, and where you lose time. Now - how will you eliminate these from your study time? For online distractions – turn off the internet connection or use a program or application that will limit sites you can access. Switch off your phone, arrange with friends or family a set time when you will phone them. Put a do not disturb sign on your door or go to a place to study like a library where you can minimise distractions. Obviously some interruptions cannot be avoided such as eating so schedule these in and use them as a proper break.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Day 1 | | Day 2 | | Day 3 | |
|  | Intended  use of time | Actual  use of time | Intended  use of time | Actual  use of time | Intended  use of time | Actual  use of time |
| Morning |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |