Handout for PAL Leaders to use in PAL sessions: Time Management Activity

Dealing with distractions

When you’re meant to be studying, it’s amazing how interesting everything else can be...

...like checking your Facebook... having one more cup of coffee... defrosting the freezer... watching daytime television...

You shouldn’t feel that you need to spend all your time studying, but sometimes it’s difficult to get the right balance. Try some of these suggestions from other students to get your distractions under control.

| Instant messaging and emails | "Keep yourself logged out while studying."
| Phone calls and texts | "Mute your phone and put it somewhere you can’t see it! Check it when you have a break from study."
| Social networking | "An application like Leechblock is good. It temporarily restricts the amount of time you're allowed to spend on certain websites. It's good to use it for a couple of days to break the habit and prove to yourself that the world doesn't stop turning if you don't check your Facebook every five minutes."
| Surfing the web | "Unplug your ethernet cable or temporarily disable your wi-fi."
| Video games | "Work somewhere very public like the library, or your department so you're not tempted."
| Television | "Check the schedules for the things you really want to watch and set reminders on your mobile. Or record them to watch later."
| Food and drink | "When I'm working at home, the kettle's always calling me! So I fill a vacuum Flask at the beginning of my study session and keep it on my desk so I don't get up and lose my concentration."
| Tidying your room and other chores | "I fix a time to do these after lunch when my brain doesn't work so well. That way I'm not persuading myself that I HAVE to get them out of the way before I start studying."
| Family commitments | "If I'm not careful I end up giving my family half my attention all the time (and not really focusing on study with the other half). I think it helps to give them my undivided attention for some of the time, then they're more likely to understand when I have to work."
| Housework | "Lower your standards! Washing up once a day is fine, and no-one needs ironed duvet covers."

For more on time management and other study skills, see the LearnHigher website at www.learnhigher.ac.uk and BU Library’s guidance https://libguides.bournemouth.ac.uk/studying-effectively/time-management