TIME MANAGEMENT

HOW TO GET THE MOST OUT OF YOUR TIME AT CAMBRIDGE

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THE PRINCIPLE

• Identify goals
• Decide on order of priorities
• Formulate plans accordingly
• Take control of how you spend your time
• Work hard and play hard
• Achieve goals!
PLANS & GOALS

• Long term plans:
  ⇒ Personal fulfilment: engineering, career, family, relationships, community, sport, fame, fortune, health, religion, politics etc.

• 4 year plan:
  ⇒ Personal fulfilment:
    some or all of the above, to greater or lesser extent
    + BA, MEng
    + developing and broadening the mind
WHAT’S IMPORTANT FOR YOU?

Get a balance between three main areas:
- academic work
- non-academic activities
- ‘down-time’ social activities

Do *enough of each* (personal preferences: your priorities)

AND: always leave time for the mechanics of life (eating and sleeping)

If you manage your time well, you can fit in amazing amounts of things!
PLANS & GOALS: THE COURSE

• 1 year plan:
  ⇒ Learn fundamentals of Engineering; enjoy the course; pass Engineering Tripos Part IA

• 1 term plan:
  ⇒ Stay up-to-date: Examples Papers and coursework; prepare for College test in January

• 1st week plan:
  ⇒ Understand Cambridge system; find way round; meet people
WEEKLY & DAILY PLANS

• Identify fixed commitments:
  ⇒ Lectures/Labs/Supervisions: 24 hours/week
  PLUS
  ⇒ Private Study:
    Examples Papers (2.5×6 hours) 15 hours/week
    Coursework reports etc. ~3 hours/week
    Reading, reviewing notes etc. ~6 hours/week
  Average weekly total 24 ± 6 hours/week

+ Recreational and social commitments
SET PRIORITIES

• Draw up a list of “things to do”

• Split big tasks into smaller ones
  e.g. when writing a major report
  ⇒ plan report
  ⇒ organise the figures
  ⇒ prepare 1st draft
  ⇒ proof read, edit and complete report

• Number your “things to do” to indicate priorities
TAKING CONTROL OF YOUR TIME I

• Cambridge has lots of interesting and worthwhile things on offer
• All being well, you will be here 4 years
• Don’t have to do everything this term / year: - ask yourself: will there be a later opportunity?
• If you are well organised, you can fit in a huge amount
TAKING CONTROL OF YOUR TIME II

• Plan your week, every week
• Plan your day, every day
• Use a diary
• Identify the most important jobs each day, and do them!
• Start doing it now!
PLANNING WORK I

• Most of your study needs blocks of uninterrupted time (e.g. 1-4 hours)

• Some jobs fit into odd half hours: use them

• Identify your best time of the day for work (early mornings, afternoon, evenings)

• Identify your best place for work (College room, College library, CUED library)

• Ensure your workplace is well-equipped: heat, light, clear desk, notes, data books etc.
PLANNING WORK II

• To get maximum benefit from the course, and for least stress: stay up-to-date
  ⇒ Write up practicals the day of the experiment, not the day before the mark-up
  ⇒ Try Examples Paper questions the day of the lecture, not an hour before the relevant supervision

• Most students find Cambridge life very hectic
  if you fall behind, it is hard to catch up again
A COMMON STORY

Student takes a while to settle down to work

After 3 weeks student is 2 weeks behind

Director of Studies “has words” with student

At end of term student is still 2 weeks behind

Student works hard for remainder of term

Work done

work set

hours
PLANNING WORK III

• **Ration your time** according to benefit (marks) – remember that Part I coursework is for standard credit

• **Prioritise**: identify important tasks; check deadlines; partition your time to meet deadlines

• **Expect the unexpected** – leave time for contingencies

• “Just in time” = “Late” - only too often!
EXAMPLES OF GOOD AND BAD WEEKLY TIMETABLES

FIND YOUR OWN WORKING PATTERN
## FIXED WORK COMMITMENTS

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### CUED activities
- Supervisions

### Only 6 slots needed for private study
AFTERNOON WORKER

6×4 hours = 24 hours of private study
### EVENING WORKER

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**6×4 hours = 24 hours of private study**
SUPERVISION BLITZ WORKER

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THE RUGBY PLAYER

Rugby training or matches
CU ballroom dancing society
THE BOATIE

Rowing, training, coaching or racing
Language class
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**Practice, rehearsals or concert**

**Chapel**
SUMMARY

If you’re well organised, there’s enough time for everything

Find out what you need to do
Understand how you work best
Don’t over-commit to non-academic activities (societies etc)
Plan accordingly!
Use your time fully:
  do small tasks in odd moments
  safeguard blocks of time for serious work
Don’t forget to eat and sleep!

Strike a balance: don’t work all the time, but do enough
ANY QUESTIONS?