

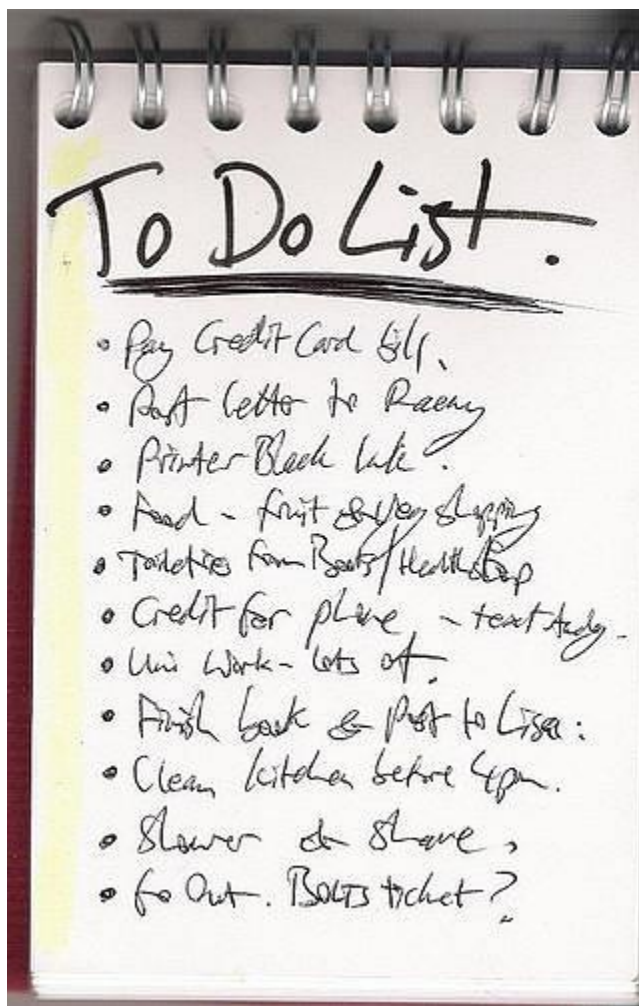
## Get a routine

**A routine is vital to organisation.** It needn't be set in stone, however, a loose plan for your day, week and semester will do wonders for your organisation.

Here are a few tips:

- Learn to prioritise between **what you want** to do and **what you need** to do.
- Write out or print your weekly timetable and keep a copy *next to your study area* for quick reference.
- **Use a planner**, be it a pen and paper or a digital one on your phone, tablet or computer. When you get a date for anything, put it in the planner straight away.
- When sorting through paper work or e-mails, keep your planner to hand. You can store a lot of information in a planner, so you can discard the paperwork or delete the e-mail.
- Spend a few moments **each morning** when you're in bed or eating breakfast to **think about your day**. Consult your planner regularly. Make a mental list (or write it down) of the different tasks you need to complete, prioritising your fixed commitments.

- **Make lists.** Lists are your friends. It does not matter if you have a fantastic memory or not. Making a list of the things you need to do acts as a prompt and motivates you to get the stuff you need to do done.



## Get a routine – more tips

- **Don't set yourself too much to do.** You will only disappoint yourself. Set realistic deadlines and time frames for completing tasks.
- Make sure you have time for lunch, dinner and **downtime** in your daily plan.
- Once you have your day loosely planned out, look forward into the week, month, the rest of the semester and remind yourself of any important tasks, for example, an assignment. When can you fit in time to work on them?
- Try to **combine activities**, for example, if you're shopping, list all the different things you need and which shops you need to go to and get it all done in one trip. If you have a number of phone calls to do, make them one after another.
- When completing automatic / mundane tasks like washing up or loading the washing machine, **multitask** and do something else at the same time, like listening to a lecture you might have recorded or make that call you've been putting off!
- If there is something really pressing that needs to be completed, **do it now**, because often later becomes never.