Books for students on time management

In general websites offer a better format for advice on aspects of time management than books. If you prefer to have something more substantial, here are a few that are useful. Always check your library first to see if they have a copy that you can look at before rushing out to spend lots of money, as different styles of advice suit different people.

Self-reflexive approach with questionnaires, plus proforma for planning. Focuses on organisation, planning, and motivation.

Focuses on organisation. Includes chapter on dealing with crises.

Advice aimed at part-time students but relevant to all mature students. Includes managing studies, sustaining motivation, prioritising competing demands on available time and anticipating challenges.

Advice for postgraduate Masters students on managing the transition to more independent study. Includes project management and personal time management.

Accessible and comprehensive guide which encourages creating an individual, strategic time plan. Includes helpful sections on accurate time estimation, prioritisation, overcoming blocks, stopping perfectionism, and making a catch-up plan.

Underwood, Lyn, *Study Time Management* (Cippenham; Foulsham, 1996).
Imports ideas from business into HE-level study. Although framed as a guide to time management, the book in fact includes tips for a comprehensive list of effective study practices.

There is also plenty of good advice on time management included in more general study skills guides. Some of the most useful include:

Becker, Lucinda, *How to Manage Your Distance and Open Learning Course* (Basingstoke; Palgrave, 2004)


Chapters on time management advice for specific study contexts. The same author has co-authored books on managing postgraduate, arts and humanities, and science and technology degrees which also include more targeted time management tips.

Northedge, Andy, *The Good Study Guide* 2nd rev. ed. (Buckingham; Open University Press, 2005). Includes a chapter on 'Taking control of your studies' with advice on taking responsibility and keeping motivated, as well as the more obvious planning time and getting organised.

Race, Phil, *How to Study: Practical Tips for Students* 2nd rev. ed. (Oxford; Blackwell, 2003). Includes a chapter of time management advice in tip format, with each tip elaborated as an explanatory paragraph. Also a chapter in the same format on 'Getting started' - strategies for overcoming procrastination.

Wisker, Gina, *The Postgraduate Research Handbook* 2nd rev. ed. (Basingstoke; Palgrave, 2007). Advice for postgraduates from Masters through to PhD. Includes advice on achieving a balance, managing time and tasks, and getting organised.

Finally a good book on time management not directed at students, but with lots of useful strategies: Forsyth, Patrick, *Successful Time Management* (London; Kogan Page, 2007).