

## An annotated select list of books on time management at university

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### Advice for students

<p><b>Bowes, Chris, <i>Time Management for Students: How to Survive in a World Where There Never Seems to be Enough Time</i> (Peterborough; First &amp; Best in Education, 1996).</b></p>	<p>Photocopiable text with exercises and resources for students to take a self-reflexive approach to time management. Also available with CD-Rom.</p>
<p><b>Drew, Sue and Rosie Bingham, <i>The Student Skills Guide</i> 2nd ed. (Aldershot; Gower, 2001).</b></p>	<p>Section on time management included in general guide to effective study practices.</p>
<p><b>Fry, Ron, <i>Manage Your Time</i> (London; Kogan Page, 1997).</b></p>	<p>Self-reflexive approach with questionnaires, plus proforma for planning. Focuses on organisation, planning, and motivation.</p>
<p><b>Fry, Ron, <i>Get Organised</i> 3rd ed. (New York; Delmar, 2004).</b></p>	<p>Focuses on organisation. Includes chapter on dealing with crises.</p>
<p><b>Gatrell, Caroline, <i>Managing part-time study: a guide for undergraduates and postgraduates</i> (Maidenhead; Open University Press, 2006).</b></p>	<p>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.</p>
<p><b>Hunt, Andy, <i>Your Research Project: How to Manage It</i> (London; Routledge, 2005).</b></p>	<p>Advice for postgraduate Masters students on managing the transition to more independent study. Includes project management and personal time management.</p>
<p><b>Levin, Peter, <i>Skilful Time Management</i> (Maidenhead; Open University Press, 2007).</b></p>	<p>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.</p>

<b>Lewis, Roger, <i>How to Manage Your Study Time</i> (Cambridge; Collins Educational, 1994).</b>	Workbook aimed at Further Education students. Plenty of exercises to encourage a self-reflective approach to time management, and help students identify how they work best, and what distracts them.
<b>Northedge, Andy, <i>The Good Study Guide 2nd rev ed.</i> (Buckingham; Open University Press, 2005).</b>	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.
<b>Race, Phil, <i>How to Study: Practical Tips for Students</i> (Oxford; Blackwell, 2003).</b>	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.
<b>Rickards, Teresa, <i>How to Win as a Mature Student</i> (London; Kogan Page, 1992).</b>	Aimed at mature students. Includes the usual advice on planning and organisation, as well as sections on stress and crisis management.
<b>Sapadin, Linda, Jack Maguire, and Stan Shaw, <i>Beat Procrastination and Make the Grade</i> (London; Penguin, 1999).</b>	Identifies six styles of procrastination and offers strategies for each specifically aimed at students.
<b>Underwood, Lyn, <i>Study Time Management</i> (Cippenham; Foulsham, 1997).</b>	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.
<b>Wisker, Gina, <i>The Postgraduate Research Handbook</i> (Basingstoke; Palgrave, 2001).</b>	Advice for postgraduates from Masters through to PhD. Includes advice on achieving a balance, managing time and tasks, and getting organised.

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### Advice for tutors

<b>Cottrell, Stella,</b>	
<b>Pickford, Ruth &amp; Sally Brown, <i>Assessing Skills and Practice</i> (Abingdon; Routledge, 2006).</b>	Includes bullet point list of events and attitudes that can affect student time management as part of discussion of fostering independent learning.
<b>Schouwenburg Henri C., Clarry Lay, Timothy A. Pychyl &amp; Joseph R. Ferrari (eds), <i>Counselling the Procrastinator in Educational Settings</i> (American Psychological Association, 2004).</b>	Edited volume emerging from academic conference. Offers a variety of papers on approaches to working with procrastinators in educational settings including universities.

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Advice for all

<b><i>Manage Your Time</i> (London; Bloomsbury, 2004).</b>	Compact 'tips' book, with each chapter organised in steps. Business-focused, but includes useful info on managing email and conducting a time audit.
<b>Antony, Martin &amp; Richard Swinson, <i>When Perfect Isn't Good Enough</i> (Oakland, CA; New Harbinger, 1998).</b>	Psychological approach. Describes perfectionism and offers cognitive-behavioural strategies for dealing with it.
<b>Bird, Polly, <i>Teach Yourself: Time Management</i> (Lincolnwood; Contemporary Books, 2003).</b>	Time management strategies with a business focus. An easy to read book with many hints and tips. A good chapter on learning to say no.
<b>Blanchard, Kenneth &amp; Spencer Johnston, <i>The One-Minute Manager</i> (London; HarperCollins, 2000).</b>	Focuses on identifying goals and objectives. An accessible version of the 'one-minute manager' concept.
<b>Caunt, John, <i>30 Minutes to Manage Information Overload</i> (London; Kogan Page, 1999).</b>	Strategies to get organised at work. Includes practical ideas to manage paper and online information.
<b>Fontana, David, <i>Managing Time</i> (Leicester; British Psychological Society, 1993).</b>	Behavioural psychology approach which starts from the premise that many people see good time management as an innate quality rather than a set of practices which can be learned.
<b>Forster, Mark, <i>Do It Tomorrow and Other Secrets of Time Management</i> (London; Hodder &amp; Stoughton, 2006).</b>	Strategy to catch-up and keep on top of work by segregating new tasks and backlog and taking different approaches to tackling each. Emphasises prioritisation. Useful 'quick start' guide.
<b>Howard, Joanna, <i>Managing More With Less</i> (Oxford; Butterworth-Heinemann, 1998).</b>	Management-oriented text with very useful chapter on time management that considers both deep attitudes to time and strategies to make the most of it.
<b>Perry, Andrea, <i>Isn't It About Time? How to Stop Putting Things Off</i> (London; Worth, 2002).</b>	Causes of and strategies for dealing with procrastination.
<b>Schlenger, Sunny &amp; Roberta Roesch, <i>How to be Organized in Spite of Yourself</i> (New York; Signet, 1999).</b>	Inspiration 'life coach' style guide which focuses on organisation for different 'types', with strategies for overcoming obstacles to being organised.

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## Research

<b>Edwards, Rosalind, <i>Mature Women Students: Separating or Connecting Family and Education</i> (London; Taylor &amp; Francis, 2003).</b>	Collates experiences of mature women students in HE with particular focus on the impact on family life of trying to balance home and study commitments.
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