

## 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.

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### **Fry, Ron, *Manage Your Time* (London; Kogan Page, 1997).**

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

### **Fry, Ron, *Get Organised* 3rd ed. (New York; Delmar, 2004).**

Focuses on organisation. Includes chapter on dealing with crises.

### **Gatrell, Caroline, *Managing part-time study: a guide for undergraduates and postgraduates* (Maidenhead; Open University Press, 2006).**

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.

### **Hunt, Andy, *Your Research Project: How to Manage It* (London; Routledge, 2005).**

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

### **Levin, Peter, *Skilful Time Management* (Maidenhead; Open University Press, 2007).**

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.

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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)**

### **Becker, Lucinda, *The Mature Student's Handbook* (Basingstoke; Palgrave, 2009)**

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.

**Drew, Sue and Rosie Bingham, *The Student Skills Guide 2<sup>nd</sup> rev. ed.* (Aldershot; Gower, 2004).**

Section on time management included in general guide to effective study practices.

**Northedge, Andy, *The Good Study Guide 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

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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).**