Using tools to manage your time

**Student 1**

You get given sort of like a document, which says, has all of your lectures on them, so you kind of look at that as your main source of information, and that’s, I think that’s on Moodle, the learning site, so that’s really helpful, um, It also helps to have a group chat with all of your study friends cause then you know that whatever happens if you ask them you know you’re less likely to be wrong. Um but yeah, I think, I think definitely having a calendar app really helps.

**Student 2**

So since coming to Cambridge, er, like, just basic calendar tools like Google calendar have been fantastic because especially with the timetable that’s an online resource and you can just link it in with your personal google calendar and then with Facebook for example you can link in any events you want to go to on google calendar and then you kind of have like your template and then in between you have times that you can work for.

**Student 3**

I make sure to put down all of my deadlines and all of my commitments into my calendar and that’s also got my lecture timetable in so it’s really useful to have and then I can just I sort of set out a work plan inside the calendar so I block out areas of time and I say this, I’ll do some maths work here or I’ll do some computer science work here and that way I can make sure that I’m gonna meet all the deadlines that I’ve given myself enough time and that I’m not gonna have to miss some of my other commitments at the same time.

**Student 4**

I’ve got a planner which has all of the days and I write down the lectures and some other things I may have, ur, that day, ur, what I usually do when I have a deadline I look at the time I have until that deadline and, ur, split the word count, so if it’s a 2000 word essay I would split it so I’ve got 400 odd words a day, ur, to do, and I usually have notes that say start reading for this essay and then start this essay, ur, which, ur, I’ve developed more recently and I’ve found it’s been very helpful to keep me on time.