

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.

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.

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 2nd rev. ed.* (Aldershot; Gower, 2004).

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

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).