

Daily Task 2: Time Management and Planning

Managing your time and meeting the demands of university whilst fulfilling the rest of your weekly commitments can be a challenge. In this task, you are asked to reflect on your particular situation, the aspects of your life you might find difficult to juggle, and solutions you might be able to find to achieve the right balance.

Imagine that you have to be on campus every Tuesday and you have online lectures every Thursday on your programme. The hours for both will be 9:30am to 4:30pm (with an hour for lunch between 12:30 and 1:30pm). (Please note that this is not necessarily your actual timetable – it is just an example for the purposes of this task!)

Now think about all of your other commitments. These might include:

- paid work
- childcare
- caring for other relatives
- other family commitments
- household chores/tasks (cooking, cleaning, shopping, household maintenance, etc)
- leisure and family time
- exercise
- hobbies
- voluntary/community/religious commitments

You should also factor in self-study time, equating roughly to around 25 hours per week (in addition to class time).

Your task is to reflect on how you will manage your time, what challenges you might face in adapting to university life, and what solutions you might explore to ensure that you do so successfully.

Consider the following questions to help you:

- What changes to any work commitments might you have to make?
- Will you need to arrange extra/different childcare?
- How will you manage your family/household commitments?
- Do you have somewhere to study at home for an entire day that is comfortable and will allow you to work free from distraction? Do you have access to a computer? (Attending online classes via a phone is not ideal.)
- How long will it take you to travel to the campus? Have you factored in the cost?
- Have you considered the nature of self-study? It will involve more than just reading: you will be required to take notes, draft work, collaborate with others, etc.

Post your reflection on the forum and be sure to respond to at least one other person's entry. In doing so, you could share experience, offer suggestions to address the challenges they present, or comment on the ones they have proposed.

Your reflection should be at least 150 words, and your comment on another's at least 50.