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## Effective Time Management: How to Manage Time During Revision and Exams?

**Time Management During Revisions**

Examinations can be a major stressor in a student’s life. Time management is one way to counter this stress and prepare confidently. The concept of time management is subjective. It might look very different for you than that of your friend.

You must understand that no straitjacket formula guarantees success, so you must employ an approach that works best for you. Revisions are the trickiest in time management because the ratio of tasks to time is steep. In this lecture, we will discuss how you can practice time management during revisions.

Revisions require more planning because the syllabus is vast, and the time taken for each topic needs to be rationed. The distribution of time to each topic is really important while revising.

You cannot allocate equal amounts of time to each topic because there are some topics you know better than the others.

Therefore, your time management skills are tested to the fullest while revising for an exam.

Here are some tips that will help you revise in an organised manner:

1. ***Chalk out a revision plan:***

The first step to proceed with your revision is to make a revision plan. If you start revision without a plan, you might get lost. Scan the index of your syllabus and check the number of hours you have. Try not to draw a detailed plan so that there is space for minor changes in your schedule. A flexible plan prevents panic when you cannot strictly adhere to your schedule. You can distribute the heavy topics evenly so that they do not exhaust you or burn you out completely. You can use time management apps with reminders to ease your planning. This way, you can avoid overthinking about tasks and count on technology to remind you when it is time to revise.

1. ***Create a study space:***

Creating a study space often helps students focus on their studies because it creates a boundary between revision and other activities. Your study space can get you in the zone. Ensure the space is relatively away from the rest of the household activities and free from traffic noise and other disturbances. You can add personalisations to your study space so that you like staying there for long hours. A clock, a pen, and a water bottle are a must. Once you start with your revision, you will notice that studying in a different space is more efficient and effective. A solid study space can increase your productivity and save time.

***3. Prioritise important topics:***

When there is limited time; priorities have to be set right at the beginning. You can start by organising your syllabus and prioritising the important topics. Revising the important topics from the point of view of the examination will help you gain confidence while preparing. Keep an ample amount of time in your schedule for these topics so that you do not skim them over in a hurry. You can choose the easiest topics for you so that you don’t take a lot of time to cover them. If you emphasise quality over quantity, you will understand which topics to spend the most time on.

***4. Take breaks:***

Studying for long hours can be monotonous and tiring. After a certain time, the brain stagnates and stops registering information. This is why it is important to take periodic breaks during revision. It is an important time management skill because the breaks refresh your mind and capacity to study during revisions. It is advisable to engage yourself in some physical activity so that the mind gets some rest. You can go for a stroll or do a quick workout routine and return to your revision. Similarly, you can keep 10 minutes between study sessions to engage with your phone or do anything relaxing. Once you feel refreshed, you can get back to your revision again.

***5. Avoid distractions:***

Distractions cannot be eliminated from the routine, and it is not healthy to force yourself to not think about some things. What you can do instead is shelf thoughts and address them later. A very helpful mindfulness technique called noting helps individuals bring their focus back to the task at hand when their mind wanders off. Alternately, you can minimise the number of environmental distractions by creating boundaries around your study time and space. For instance, you can keep your mobile phone on silent mode or latch your room while studying. This way, you can eliminate some distractions from your immediate environment.

***6. Check your progress:***

A lot of time is wasted on repeated revisions of topics you already know. That is why it is useful to rule out the topics you know and focus on those you don’t. The best way to ascertain your knowledge of various topics is to take self-assessments and check your progress. By self-checking, you can gain some assurance before your examination and save lots of time. It can also help you realise your weaknesses and loopholes in your revision. You can opt for some mock tests and time yourself while attempting them.

**Conclusion:**

Time management is all about understanding what works best for you. It is also about prioritising quality over quantity. You can spend hours on a topic and still not master it, while a few minutes of regular revision can make learning easy for you.

On the contrary, time management is all about allocating and distributing time. Some syllabus areas may demand time, but it is important to cover them slowly as they may be conceptual.

The last piece of suggestion is to manage your stress while revising because stress adversely affects the retention of knowledge. Divide your work, trust your plan, and dive right in. Everything else will take care of itself.

**Time Management for Exams**

Educational institutes can use Teachmint Integrated School Platform for improving the teaching-learning process. With our advanced learning management system, you can improve the teaching-learning experience. Our offerings like education erp, admission management system, fee management system, and others conveniently digitize educational institutions.

Exams are dreadful for a whole bunch of reasons but the most frustrating aspect is not completing them on time. Whether you couldn’t answer all questions because of lack of time, misread a question you just answered, or having your answer sheet being snatched by invigilator before you can complete your sentence… All those scenarios point towards ineffective **time management during exams**. Therefore learning the art of **effective time management** is imperative for students.

Studies show that around 88% of students struggle to **manage time during exams** and 58% of students say that they weren’t able to complete exams within the given timeline. No matter how much you study, if you fail to practice effective time management during exams, you won’t be able to get desired results. To help you out with time management during exams, here are a few **Time Management Tips** you must practice before and during exams in order to pass them with flying colours

**Effective Time Management Tips – Before Exams**

**1. Prepare Study Schedule:**

Prepare and follow an [effective study schedule](https://www.allenoverseas.com/blog/how-to-prepare-for-your-exams-with-effective-study-breaks/) to avoid any last-minute problems and mishaps. Effective time management techniques involve preparing hourly study schedules topic-wise, allocating more time for difficult topics, sparing enough [time for revision](https://www.allenoverseas.com/blog/how-to-plan-your-study-hours-smartly/), and essential activities like eating, bathing, and sleeping. Remember to make a simple and easy-to-follow study schedule.

**2. Plan Your Exam Approach:**

Strategize your exam solving approach before your actual exam by solving mock test papers. Familiarize yourself with the exam format, questions pattern, marking scheme, and then plan your approach to solve it with effective time management. This way you can avoid confusion and misinterpretation during your actual exam.

**3. Practice, Practice & Do More Practice:**

The only way to learn time management during exams is by practicing it.  Do writing practice to write your answer in neat handwriting, practice questions as well as whole question paper under the exam-like setting. Practicing full question papers while sticking to the exam time limit will give you a fair idea about effective time management during exams.

**Effective Time Management Tips – During Exams**

**1. Read Full Question Paper:**

For effective time management, it is recommended to read the whole question paper carefully in 5-10 minutes. This will help you in strategizing your approach, plan your answers and ensure you won’t miss any important questions.

**2. Prioritize the Questions:**

After you finish reading the question paper, mark the questions that you are confident about, plan their answers, in case of option question choose the one you want to attend, this way you can save more time for difficult questions.

**3. Strategically Divide Your Time:**

Allocate the time in your mind for each question from the short answers, MCQ to essay questions based on their marking scheme. After spending the first 5-10 minutes for question paper reading, always allot the last 15-20 minutes for answer sheet revision and solve your question paper in the remaining 150 minutes.

**4. Attend Easy Questions First:**

For effective time management during exams, always attend questions that you are most confident about first and save the tough questions for last. This way you’ll gain more confidence and can have more time for tough questions.

**5. Ask for New Answer Sheet in-Advance:**

If you feel like you’ll need an extra sheet, do not wait to finish the current one because it will take some time for the invigilator to hand you the new one. Therefore, it is advisable to raise your hand and ask for a new sheet while writing the last page to avoid time wastage during exams.

**6. Revise Answer Sheet before Submitting:**

Do not submit your answer sheet in a hurry without revising. Finish your paper on time and allocate the last 15-20 minutes to revise the whole answer sheet, check if you have left any questions, mention answer numbers correctly, check spellings, re-write any indecipherable words. This will ensure you’ll never miss any important marks.

**7. In Case of Disaster:**

In case if something goes wrong like you have answered the wrong question, skipped an important text, or misread a question, then don’t panic. Instead, take a deep breath and write new/correct answers in bullet points with as much detail as possible and underline important keywords.