

## Methods for Managing Workload

Balancing busy periods and adapting to new timetables can feel overwhelming, but with a few simple strategies, you can manage your workload effectively and reduce stress. Here are some tips that have worked for me so far.

### Create a Study Planner

Break down your assignments and revision into smaller chunks and allocate specific times to work on each. I use a planner to keep track of deadlines and study sessions. Don't forget to include breaks and allow time for hobbies and relaxation as this is so important to avoid burnout.



### Prioritise Tasks

Focus on the most urgent or difficult tasks first. For example, if you have an exam soon, start your studying with revision for that exam, and leave writing later assignments for after this exam revision is done. By doing this, you tackle the most challenging and important tasks when you've got the most energy.



### Minimise Distractions

If you find you're easily distracted, it may be worth putting your phone in a different room, or on "Do Not Disturb" to avoid interrupting your workflow. Also finding a

quiet space to study, such as quiet areas in the library may help you concentrate for longer periods. By having fewer distractions, you'll find your work takes less time than before!

## **Seek Support When Needed**

Don't be afraid to ask for help when you're struggling with your workload. Whether it's a teacher, family, or friends, seeking support can guidance can help boost understanding and increase confidence. Here is a link to Academic Support available at the university if you want some further advice on what support is available at university: [Support Centres | University of Reading](#)



## **Remember Sleep and Hobbies**

It's easy to skip sleep and forget to relax during busy times, but that will potentially risk burnout. Make sure you're getting enough rest as sleep is so important for your brain to work optimally. Also factoring time to do hobbies, exercise, and relax is important; you need to keep time for yourself too. Getting outside is also great to refresh the brain!

Managing your workload is crucial for both academic success and personal well-being. By creating a structured schedule, prioritising tasks, and taking care of yourself, you can reduce stress and improve your performance. Hobbies, sleep, and time to socialise should still be possible if you plan your time well. Remember that balance is key!

*By Olivia for University of Reading's Unibuddy site*

