

## Make every minute count

Being a Unisa student, specifically a first-year student, is a big commitment. In addition to being a student, you may also have family, work and social commitments. You may even be thinking; **"I'm feeling a bit overwhelmed. How am I going to make time for my studies?"**

One very **practical solution is to develop a study plan** to help you prioritise, to set aside specific times for your studies and to negotiate time with others. The structure will help you to manage your responsibilities and your feelings of being overwhelmed. It will also help you to keep you focused on your studies without neglecting family and friends.

**Our focus this week is on helping you to plan your studies for this semester.**

### Activity 1: Do your planning now

Have you thought about how much time you will need for your studies? You have to make time to be a distance-learning student.

- Use the information on [pages 23 to 29](#) of the *Study @ Unisa* brochure and the [time management information](#) on the Unisa website to create a study plan for this semester.
- Remember, a study plan is only effective if you spend sufficient time on your studies and you implement what you have planned.

### Activity 2: Stop procrastinating

We have all put off doing something at some stage in our lives. Sometimes it is because we don't want to do it or because **we just don't know where to start**. Think about this: You started working on your first assignment two weeks ago. It's due tomorrow, but you've spent most of today busy with activities other than your assignment. Now you are rushing to submit the assignment and it's not as good as it could have been. Procrastination is the biggest enemy of your planning and your time. Think about your circumstances and the things that distract you. What can you do to manage these distractions? [Click here](#) for tips to deal with procrastination.

### Activity 3: Keep working on your online skills

If you are not comfortable using a computer, there are numerous online courses that teach basic computer skills. The [Goodwill Community Foundation](#) has over 750 free online computer classes available on their website. The [Unisa Library](#) also offers training throughout the year.

To contact the university, [click here](#).

**From the Student Retention Unit (SRU)...all the best with your studies**