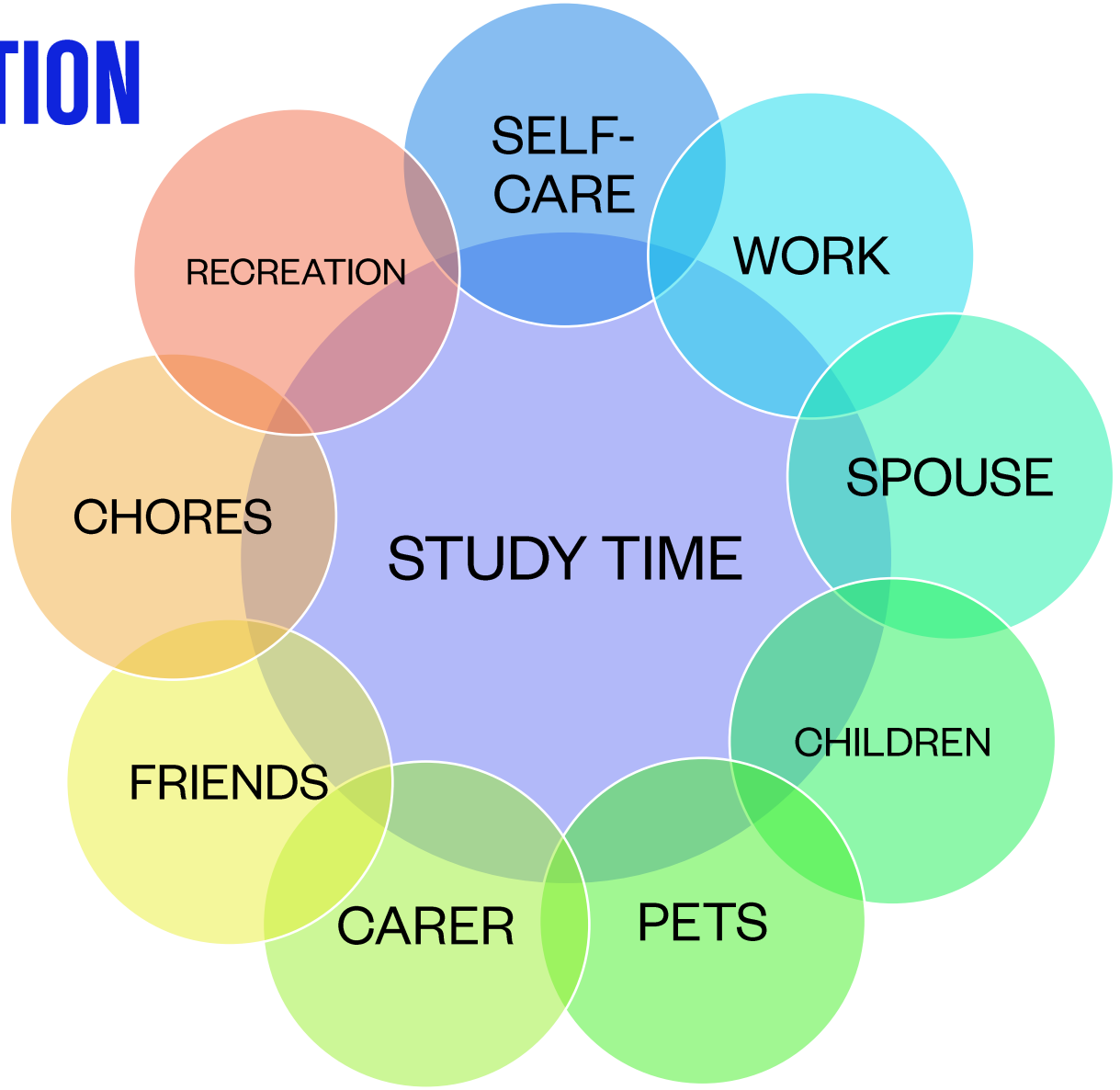
ACHIEVING STUDY/LIFE BALANCE

SLS WEBINAR PROGRAM

Student Learning Support

ACAP Australian College of Applied Professions

TIME ALLOCATION



ACAP

STUDY TIME

- Treat study like a full-time job. Commit to the required hours to achieve your academic goals.
- Plan your days, weeks, and months with our user-friendly planners. This will help keep you on track and focused throughout the trimester.
  - A range of SLS Planners are available here: https://sls.navitas-professional.edu.au/clone-time-management
- Write key dates on your trimester planner, such as census date and assessment due dates.
- Keep your trimester planners in plain sight – on a pin board, the fridge, or your computer desktop, for easy access and as a constant reminder of upcoming tasks.
- Begin assessments as soon as you're able, rather than leaving them as late as possible.
- Factor ALL other areas of life, that impact your studies, into your planning.

ACAP

SELF-CARE

- Mindful acceptance is demonstrated through curiosity and non-judgmental openness to current experiences and stimuli, including people, events and situations (Moses et al., 2016).
- Social support-seeking means seeking out and maintaining social support, or social networking, and is a strong indicator of student well-being.
- Healthy eating is positively related to well-being because many students are time-poor and rely too heavily on unhealthy food choices that do not enhance their brain activity. Fresh fruit and vegetables and drinking plenty of water is important.
- Sleeping hygiene means that a consistent, healthy level of sleep each night plays a key role in student well-being, especially psychological health (Moses et al., 2016). It is also far harder for a tired mind to intake and retain information, and this leads to study stress.

ACAP

WORK TIME

- Mark your paid work hours on your Trimester Planner. Be realistic and also include travel time.
- You will need up to 10 hours per week for each unit of study you are enrolled in. Therefore, decide before **census date** each trimester if you have the physical, mental, and emotional capacity to complete your enrolled units while working. If not, consider reducing either your work hours or your study load.
- Also, ensure you communicate your schedule with your family and work colleagues to avoid any confusion about your availability. Display it in a place where others can view it.
- Don't feel you have to use all of your work breaks for study time. Instead, invest in your work relationships so when the time comes to have a day off your workmates may be more accommodating and understanding.

ACAP

SPOUSE/PARTNER

- Communication is key. What you may lack in time, make up for with quality. Give your partner focused attention each day. For example, ask them how their day was and take the time to listen to their response. Ensure they feel heard and supported and ask them to reciprocate in return.
- Plan quality time together, even if it's just taking a drive or grabbing a coffee. Invest in your relationship.
- Remember key dates such as birthdays and anniversaries.
- Show affection, in both word and action.
- Have fun together! Don't just spend your time together complaining about your work/study/family.
- Don't argue about money. Plan a budget, within your means, together and stick to it.
- Discuss what will and won't change once you're studies begin for the trimester. Ensure you have your partner's support and they have yours.

ACAP

CHILDREN

- Be interruptible, especially with young children.
- Set boundaries and have a discussion with your children about your need for quiet study time at certain times of the day.
- Discuss your goals with your teenager or young adult children.
- Work around your younger child's routine. Study before they're awake or after they go to bed.
- Time-keeper activity
- Packed lunches
- Schedule quality time

ACAP

PETS

- Pets are important – part of the family
- Maintain a basic routine
- Arrange assistance so you can maintain your studies
- Reward good behaviour
- Don’t shut them out
- Pets create friends

ACAP

CARER

- ACAP Counsellors can provide short-term counselling for personal, relationship, and family issues. Make an appointment on your local campus via this link: https://students.acap.edu.au/current-students/services-and-support/counselling-support/

- Carer Gateway: https://www.carergateway.gov.au/about
- Manage your own health
- Assess your study load before census date

ACAP

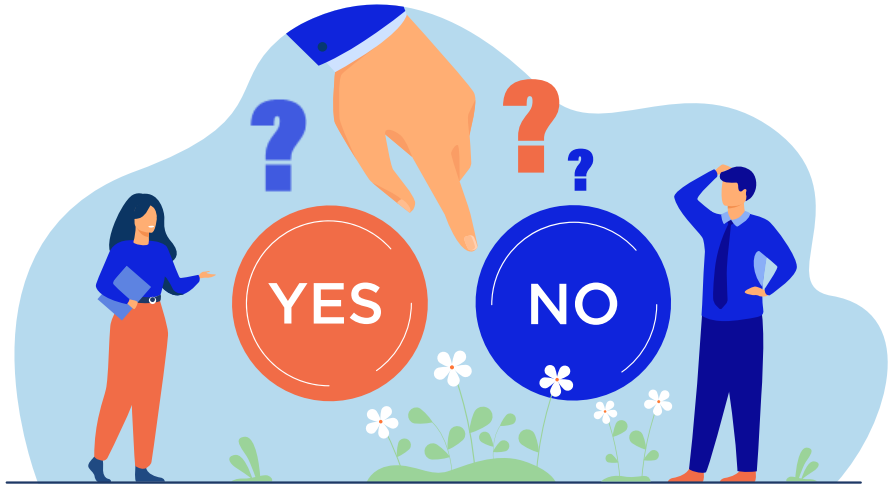
FRIENDS

- Don’t lose contact – do more than text
- Make new connections
- Set clear boundaries
- Airplane mode
- You’re in control
- True friends support you

ACAP

CHORES

- More people and pets = more mess
- Share the chores around
- Bedroom plus one other space
- Unclean vs untidy
- Prioritise your time and your tasks
- Mark your chore time on your planner



ACAP

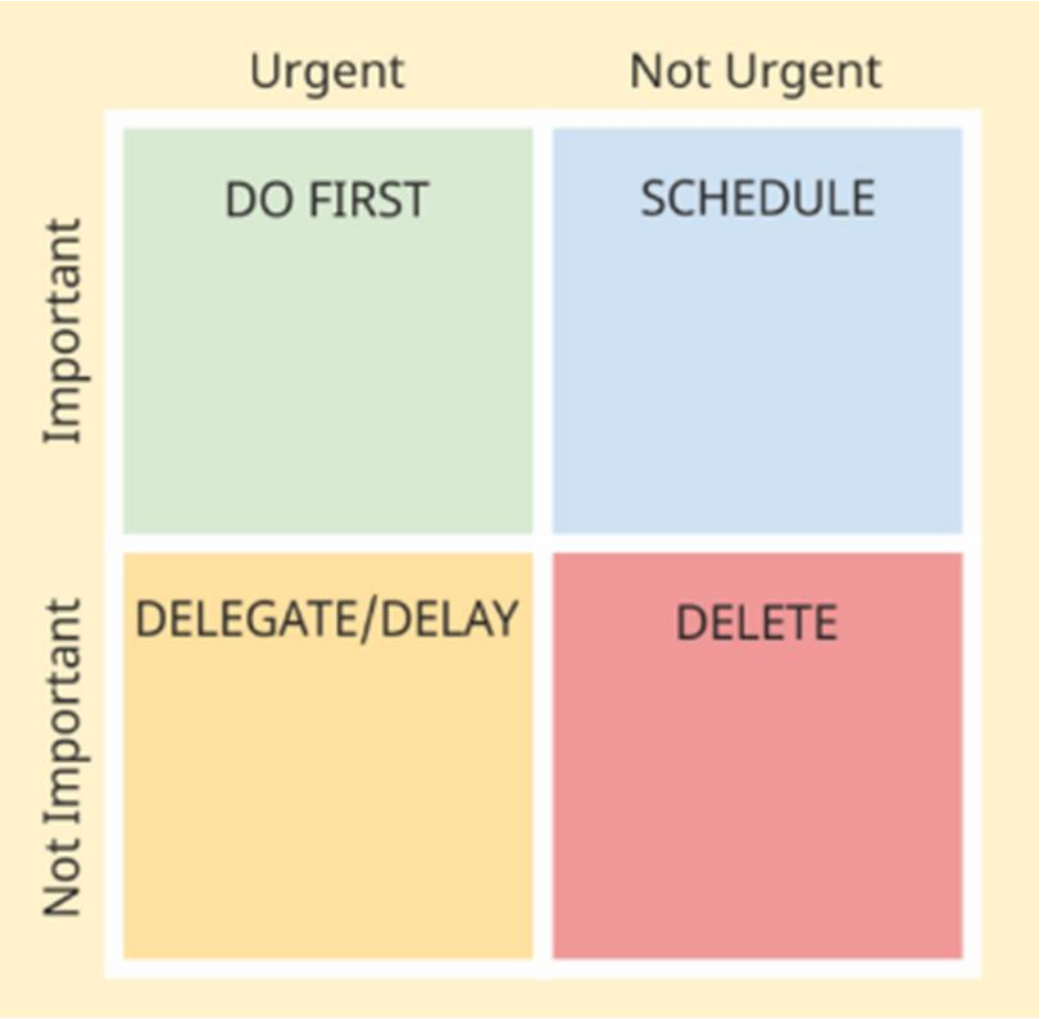
RECREATION

- Plan your breaks
- Plan your down time each week
- Plan alone time
- Relaxing doesn't have to cost a lot of money
- Mindfulness and reflection
- Join a team or a club

ACAP

PRIORITISING TASKS

- Organise your tasks by their urgency and importance
  - Green – do immediately
  - Blue – can wait until later so defer
  - Orange – delegate or delay
  - Red – delete from your to-do list
- Time planning and prioritising of tasks is essential during the trimester



ACAP

ASK FOR HELP

Student Learning Support

We're here to help you throughout your academic journey

We can provide one-on-one appointments to discuss your time management strategies and up-coming assessments.

https://sls.navitas-professional.edu.au/one-one-sessions

ACAP

STUDENT LEARNING SUPPORT WEBSITE

Studying Successfully at ACAP

Referencing and Academic Integrity

Assignment Types

Enhance Your Writing

Preparing Your Assessments

Presentation Skills

Making The Technology Work For You

Being a Critical and Reflective Thinker

Essential Skills For Your VET Diploma Studies

Peer Assisted Study Sessions (PASS)

Test and Exam Skills

English Language Support

http://sls.navitas-professional.edu.au/

ACAP

REFERENCES

Greenebaum, J. (2004). It's a dog's life: Elevating status from pet to "fur baby" at yappy hour. *Soc Anim., 12*, 117–135.

Moses, J., Bradley, G. L., & O'Callaghan, F. V. (2016). When college students look after themselves: Self-care practices and well-being. *Journal of Student Affairs Research and Practice, 53*(3), 346-359. https://DOI: 10.1080/19496591.2016.1157488

Petrie, K., & Kirkup, J. (2018). *Caring for carers: The lives of family carers in the UK*. Social Market Foundation.

Podberscek, A. L., Paul, E. S., & Serpell, J. A. (Eds.). (2005). *Companion animals and us: Exploring the relationships between people and pets.* Cambridge University Press.

ACAP

THANK YOU

CONTACT:

Student Learning Support

ACAP Australian College of Applied Professions