

Name:				Week commencing:			
Priorities:							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.00–8.00am							
8.00–9.00am							
9.00–10.00am							
10.00–11.00am							
11.00–12.00pm							
12.00–1.00pm							
1.00–2.00pm							
2.00–3.00pm							
3.00–4.00pm							
4.00–5.00pm							
5.00–6.00pm							
Evening							

Individual appointments

We offer bookable individual appointments to help you develop personal strategies for improving your writing and academic skills.

Appointments are for one hour and our undergraduates are entitled to 4 sessions per academic year. To book an appointment email asc@contacts.bham.ac.uk

Workshops

We offer workshops on a range of topics from time management through to academic writing.

See our website: www.intranet.birmingham.ac.uk/asc click on 'Events and Workshops' on the left-hand menu for our courses

Mathematics Support Centre

Opens Monday – Friday during term

See our website: intranet.birmingham.ac.uk/maths-centre

Drop-in support is aimed at foundation and first-year undergraduates from all disciplines and programmes, as well as undergraduates from other year groups identified as having particular difficulties with basic mathematical and statistical techniques.

Electronic resources

We have some excellent on-line resources at:

Academic Skills Gateway:
<http://libguides.bham.ac.uk/asg>

Maths Support Centre:
intranet.birmingham.ac.uk/maths-centre

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Academic Skills Centre

Undergraduates can come to the Academic Skills Centre and develop their academic writing, study and mathematical skills. Support is provided through workshops, individual appointments and electronic resources. Mathematical and statistical support is provided through our drop-in programme.

The team is located **1st Floor, Main Library** or contacted via:
Tel: +44(0)121 414 3666
Email: asc@contacts.bham.ac.uk
www.intranet.birmingham.ac.uk/asc

Top time management tips

- Work **SMART** and learn to organise and prioritise
- Manage your time stealers
- Stop procrastinating and do it **NOW!**

Monitor your use of time

How do I use my time now?	How do I want to use my time in future?
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.