

How do you manage your time on placement?

Students share how they approach time management on placement, and suggest ideas you may wish to adopt when you are on placement yourself.

[Start of recorded material]

Rachel: I don't really feel like the best person to ask on this kind of subject because I feel like I've always struggled with time management, doing enough reading and doing enough uni work. But I've got this far so I must be doing something right! I think I just find my priorities in life in the things that I want to do and I make sure that I keep them in. I keep looking at my diary, that's the main thing. I keep a clear diary and make sure I know what's coming up next.

Scott: I work my time out on placement around my diary. It's diary management for me, it just ensures that you're doing what you're supposed to do and you're not missing vital appointments or support sessions with service users. But it's also making the fine balance between work, study and my private life and that's for me spending as much time with my family as possible, carrying out my leisure activities, going to the gym which is very important for me, helps me focus. And it's not doing too much, it's just doing what you're supposed to be doing within your placements and it's very easy to get caught up in a roller coaster of staying behind, doing a bit more coming in a bit earlier. And it's just having those fine lines and remembering it is a balance between your study and your placement because it's important not to elbow your study from the whole concept of the placements.

Lucy: I think you have to manage your time obviously by using a diary and I suppose a lot of the experience for me, a lot of the time I would

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book too many meetings in one day and I wouldn't take account of the time. I think you overload yourself sometimes and that can lead you to be more tired so I think it's about managing your time through practical use like a diary but also using supervision and managerial help to plan out your work. Being assertive as well and saying when you have actually taken on too much or using prioritisation as well, identifying which pieces of work are the most important and setting them first and then moving other pieces of work which are perhaps not so important further back. Just prioritising, always using your diary, always consulting with your supervisor.

Zohra: Time management and organisation, if you're not organised and you're not doing everything in a very organised kind of manner. I keep a diary and I keep timetables of when I should do things because it is time-consuming. It's like a full time job and when you're on placement, you've got a portfolio to fill in as well and if you're not doing that as well as the placement, you're going to be really left behind. So make sure you have time that you can do your work behind placement as well.

A lot of placements will give you time to do it. On my placements previously, I've been quite lucky that we've had days in the week where they allocate you. If you ask for it, they will give it you, allocate an afternoon where you can just work on your portfolio. So just be quite assertive with your team manager or whoever it is that you're working with and try and get the best out of the placement that you can for yourself.

[End of recorded material]