

Time management tips for your Mobile Phone



Your mobile phone can be very helpful (but do remember to turn it off or onto silent/vibrate when and where appropriate).

Most phones offer the facility to set alarms for reminders and tasks connected to your mobile phone calendar. Remember you can synchronise your University Outlook email account to your phone.

- **calendar**
- **reminders** – check how you can set alarms ahead of deadlines and appointments
- **tasks** – most offer a variety of 'to-do' list facilities
- **timer** – can be useful for practising exam papers
- **notes**