

Developing successful time management skills

ECGE4007
CHLOE CARTER
2404065
COMPONENT 1





Introduction

- What is time management?
- Why is this skill important?
- procrastination?
- What can effect our skill?

What is time management?

Time management means effectively planning and organizing tasks around other day to day duties. Benefiting the accomplishment of tasks and goals in a smooth manor.

Why is it an important skill at university?

- Staying organised
- Minimizes stress
- Better work efficiency
- More chance of success

Poor time management

- What causes poor time management?
- The effects it can have on you ?

Procrastination?

- What is procrastination? Explained by Tm Urban (urban,2016)
- Long terms effects?
- Are you a procrastinator?

Reference list

- McCullough, C (2024) careers blog. Available at: <https://blogs.reading.ac.uk/careers/why-time-management-matters-how-students-can-benefit-from-scheduling-skills/>
- Urban, T. (2016) inside the mind of a procrastinator/Tim Urban/TED. Available at: https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator/transcript