

Slide 1: Title Slide

“Time Management: An Essential Skill for Student Success in Higher Education”

Hello everyone, today I'll be discussing why time management is such a vital skill for student success in higher education, especially in our increasingly digital academic environment. I'll explore what time management is, why it matters, the challenges students face, and practical strategies to improve it.

Slide 2: What is Time Management & Why It Matters

Time management is simply the ability to plan and control how you spend your time to accomplish goals effectively (Lakein, 1973).

In higher education, it helps students juggle academic responsibilities, personal life, and sometimes even jobs.

Research shows that students with good time management skills tend to perform better, feel less stressed, and are more satisfied overall (Misra & McKean, 2000; Macan et al., 1990).

Slide 3: Strategies in a Digital Environment

In the digital age, we have many tools to help us manage time better:

- Digital calendars (like Google Calendar)
- To-do lists & apps (like Todoist or Trello)
- Time-blocking, where you dedicate specific chunks of time to tasks
- The Pomodoro Technique—working in focused 25-minute sessions with short breaks (Cirillo, 2006)
- The Eisenhower Matrix, which helps prioritise tasks by urgency and importance (Covey, 1989)

These tools promote structure and reduce the likelihood of multitasking.

Slide 4: Common Challenges for Students

Despite the tools available, many students struggle with:

- Digital distractions, such as social media and online entertainment (Rosen et al., 2013)
- Procrastination, often due to anxiety or perfectionism
- Lack of accountability in online learning
- External pressures like work or family responsibilities (Nonis & Hudson, 2006)

These factors make consistent time management difficult for many students.

Slide 5: Evidence-Based Strategies for Improvement

To manage time more effectively, students can:

- Create daily or weekly schedules
- Break big tasks into smaller, manageable steps
- Use apps like Forest to reduce distractions or RescueTime to track productivity
- Reflect regularly: ask what worked, what didn't, and adjust accordingly

Universities can support this by offering time management workshops or embedding these skills into the curriculum (Zimmerman & Schunk, 2011).

Slide 6: Conclusion

In summary, time management is not just about getting things done—it's about improving academic success, reducing stress, and maintaining well-being.

By using the right strategies and tools, and addressing challenges head-on, students can take control of their time and succeed in the digital university environment.

Thank you for listening!