

Cover Page

Assignment Title:

Academic Skills – Component 1: Time Management Strategies

Student Name:

Nusrat Begum

Student ID Number:

2329927

Module Name and Code:

Academic Skills - LCBB4012

Lecturer's Name:

Farah Islam

Submission Date:

17th June 2025

Table of contents:

1.) Introduction

[Page 3]

2.) Definition of time management

[Page 3]

3.) Importance of Time Management for Academic Success

[Page 3]

4.) Time Management Strategies

[Page 4]

4.1) The Eisenhower Matrix Strategy

4.2) The Pomodoro technique

5.) Conclusion

[Page 5]

6.) References

Academic skills component 1

Introduction:

Time management is a key skill that every student should be practicing, especially in higher education, with multiple assignments, lectures, worldly responsibilities it can be easy to lose sight or become overwhelmed without effective planning. This report will be going through what time management is and why it is key in order to achieve academic success as well as speaking about two time management strategies. This analysis will help students improve productivity and reduce stress by managing their time better

Definition of time management:

The definition of time management is the ability to plan and organise how to split time effectively between activities (Claessens, 2007). It includes setting goals, prioritising the most important tasks (e.g an assignment with a closer deadline) and distributing time to get the most you can do. In an academic point of view this helps students meet deadlines without cramming and rushing near the deadline as well as maintaining a healthy study-life routine. If students were to manage their time wisely they would be able to improve their focus as well as reducing academic stress which can lead to better learning outcomes and morale.

Importance of Time Management for Academic Success:

Efficient time management is a key part of academic achievement. As a student, balancing assignments, group work lecture and revision can be tiring and overwhelming without a step by step plan. During my first semester, I was completing my work last, which had increased my stress but also decreased the quality of the work I was producing. From then i had improved my time management using a few techniques such as setting myself daily and weekly targets and using a planner to cater certain times in the day to my assignments and going through lectures. Since then I have experienced a great improvement in my work and even my morale when it comes to getting assignments done.

Some research found that students who manage their time well tend to always perform better academically due to reduced stress and improved focus (Britton and Tesser *et al.*, 1991). For example, starting revision earlier will help by allowing

someone to retain more information and with starting an assignment earlier and focusing on each section will provide a deeper understanding of what the work is about. As well as that, managing time better will allow more space for extracurricular activities without having an effect on academic responsibilities. These benefits emphasise the importance of time management as it promotes academic success but also personal development and improving mental health

Time Management Strategies:

The Eisenhower Matrix strategy is a good tool for prioritising tasks based on urgency and importance, allowing people to manage their time efficiently (Covey, 1989). For example, in an academic week where there's a few deadlines and a presentation by categorising tasks into four sections; do, decide, delegate and delete- preparing earlier for the presentation which was important but not urgent would lessen the pressure closer to the due date. This strategy helps avoid last minute stress and panic and assure time is not wasted on low-priority tasks. This strategy helps differentiate between urgent tasks, which demand attention and important tasks which contribute to long term goals.

The pomodoro technique involves working in intervals- the standard being 25 minutes and then normally having a short break. For example applying this method to a 1500 word essay. Instead of rushing it and trying to finish it all in one sitting, breaking it down into pomodoros, which makes the task less overwhelming and keeps concentration high. After four intervals, a longer rest should be taken. Studies show that this method improves focus and reduces mental fatigue (Bailey and Konstan, 2006). The technique is especially used during revision periods when attention spans are often limited.

Both techniques provide good ways to manage time and promote structured study habits. Whereas the Eisenhower matrix supports long term planning and would probably be more efficient for deadlines the pomodoro technique can be seen to be more beneficial for revision and assignments. Using them together can provide a good approach to academic success.

Conclusion:

In conclusion, time management is a vital skill that plays a huge role in academic success. A clear understanding of time management and its importance can help avoid unnecessary stress, meeting deadlines and getting better grades. A technique like the Eisenhower matrix and the pomodoro technique provide multiple solutions on

how to prioritise tasks and maintain focus. If a student was to implement these techniques earlier in their academics the better the chance they have at achieving a good grade while also preparing them on how to be successful in a future career. For that reason, implementing time management is a key step to both personal and academic growth.

References:

Bailey, B.P. & Konstan, J.A. (2006). On the need for attention-aware systems: Measuring effects of interruption on task performance, error rate, and affective state. *Computers in Human Behavior*, 22(4), pp.685–708.

Britton, B.K. & Tesser, A. (1991). Effects of time-management practices on college grades. *Journal of Educational Psychology*, 83(3), pp.405–410.

Cirillo, F. (2006). *The Pomodoro Technique*. [Online] Available at: <https://francescocirillo.com/pages/pomodoro-technique> [Accessed 10 June 2025].

Claessens, B.J.C., van Eerde, W., Rutte, C.G. & Roe, R.A. (2007). A review of the time management literature. *Personnel Review*, 36(2), pp.255–276.

Covey, S.R. (1989). *The 7 Habits of Highly Effective People*. New York: Free Press.

Indeed Editorial Team, 2024. *What is the Eisenhower matrix? Definition, tasks and tips*. Indeed.com. Available at:

<https://www.indeed.com/career-advice/career-development/eisenhower-matrix> [Accessed 14 June 2025].