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Time Management for Higher Education Students

Strategies, Challenges, and Solutions in the Digital Era

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Why Time Management Matters

- Definition: Time management = planning and controlling how time is spent on activities.
- Importance: Boosts academic performance. Usman (2020)
- Reduces stress and anxiety
- Supports work-life balance
- Example: Structured revision plans help students succeed during exam periods.

Digital Strategies for Time Management

- University of Aberdeen (2024)
- Digital Tools: Google Calendar / Outlook for planning
- Helps visualise commitments
- Forest app for reducing phone use
- Better focus and organisation
- Time-blocking helps students stay in control of their day



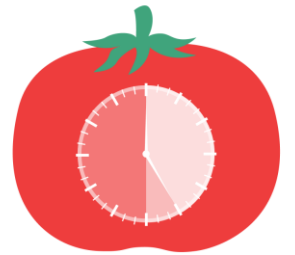
Challenges and Proven Solutions



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- **Challenges:**
 - Procrastination. Sugay (2021)
 - Social media distractions
 - Balancing work and study
- **Solutions:**
 - **Pomodoro Technique:** 25-min work + 5-min break. University of Aberdeen(2024)
 - **Eisenhower Matrix:** Sorts tasks by urgency & importance. Ed Exec (2025)
- **Results:** Improved productivity, less burnout

Pomodoro Technique



25 min working
5 min resting

From ⌚ clockwise

	Urgent	Non-Urgent
Important	Do First	Schedule
Unimportant	Delegate	Don't Do

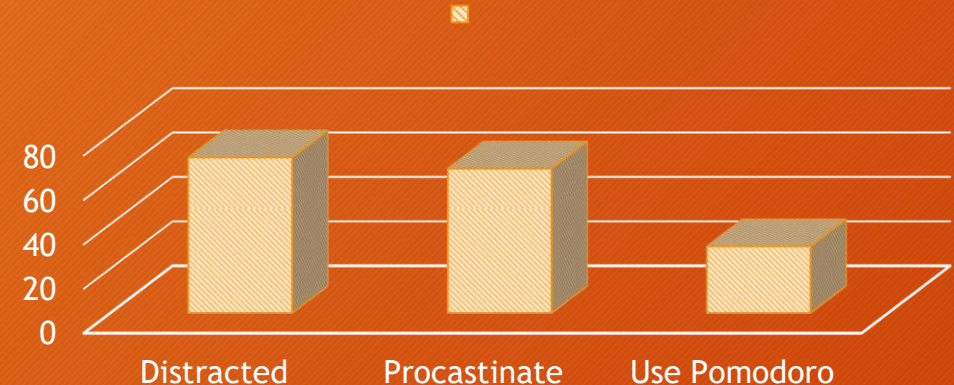
Key Stats & Conclusion

- **Stats Highlights:**

- 70% distracted by social media
- 65% procrastinate regularly
- Only 30% use Pomodoro

- **Conclusion:**

- Time management is learnable
- Digital tools and habits = better outcomes
- Essential for academic success in the UK



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