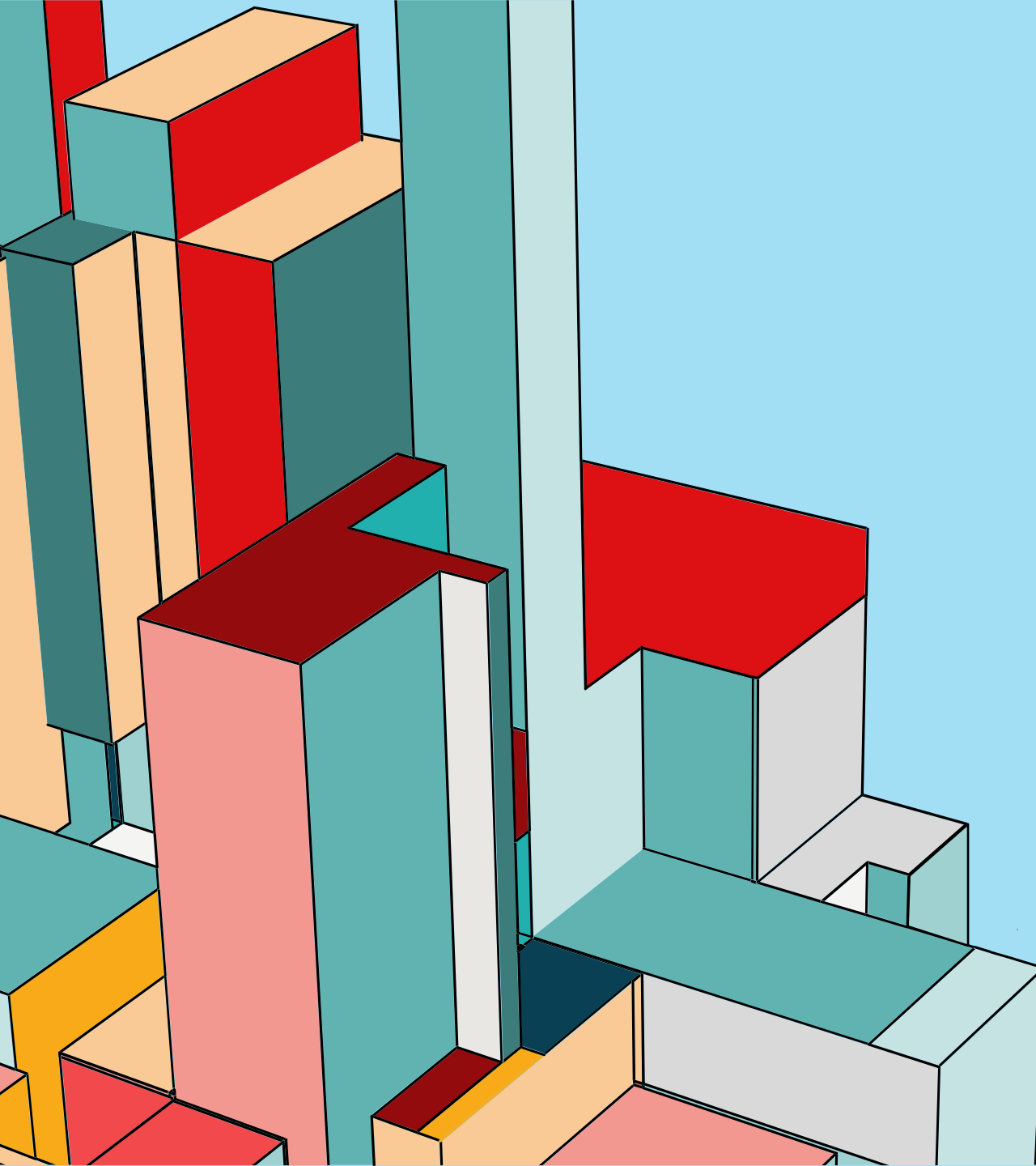


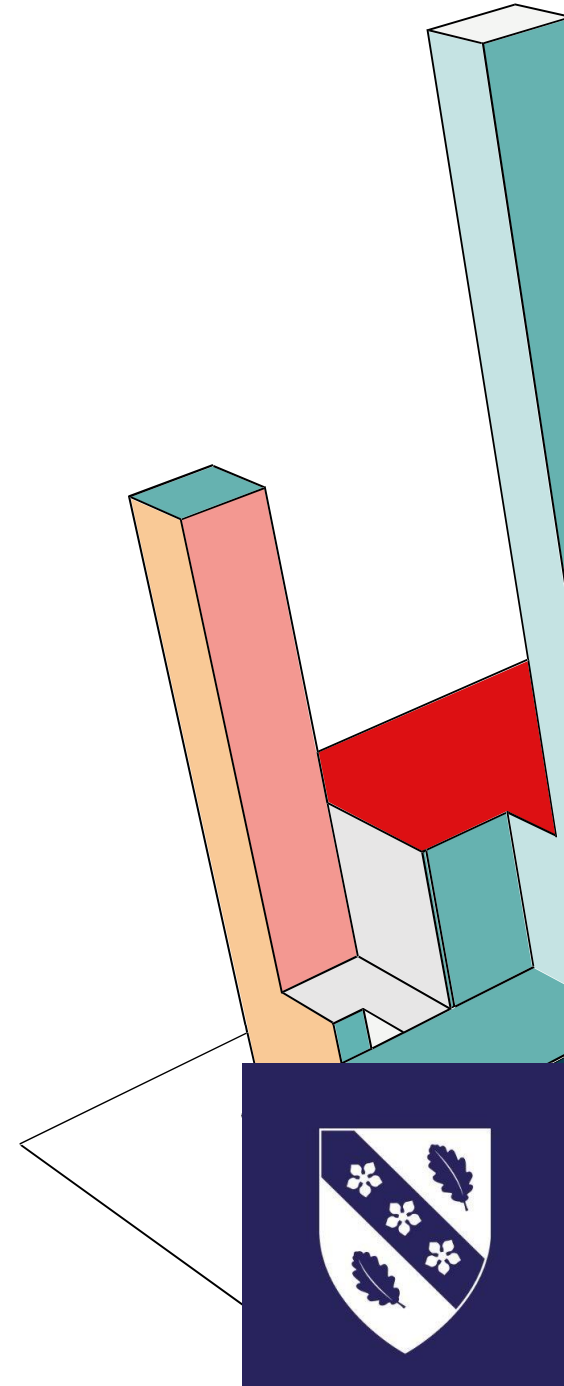


TIME MANAGEMENT



WHAT ARE WE GOING TO TALK ABOUT TODAY

- What is time management
- What is the importance of time management
- Ways of improving you're time management skills /strategy to help you manage your time management skills
- Final tips & takeaways from this presentation

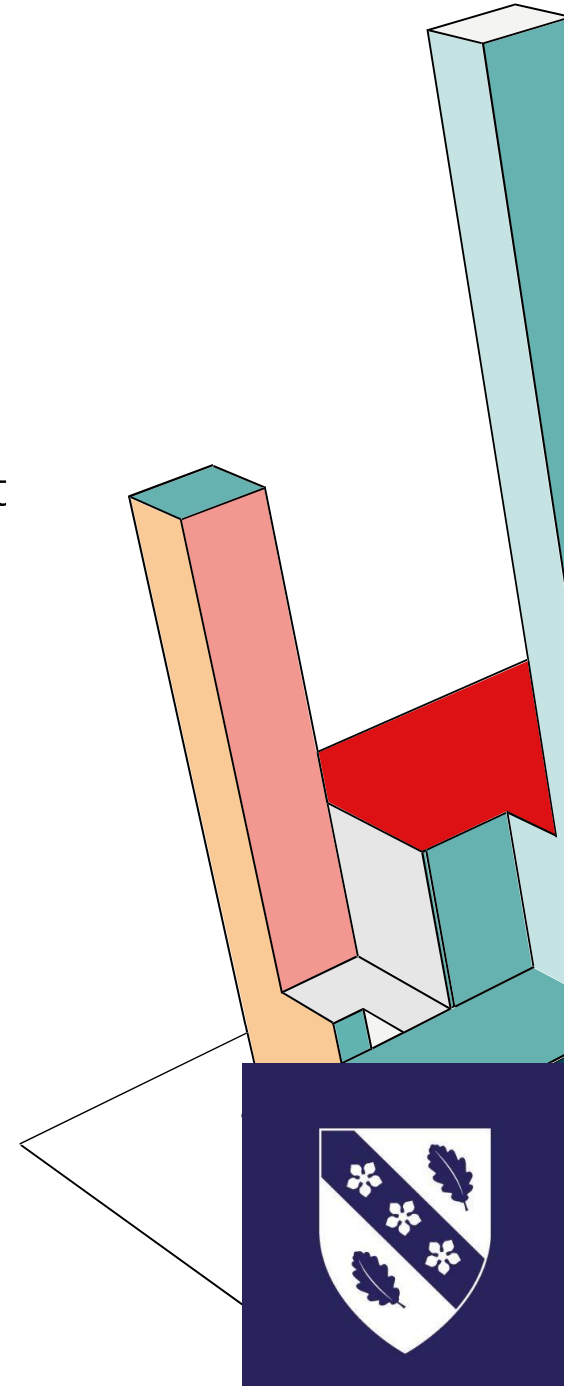


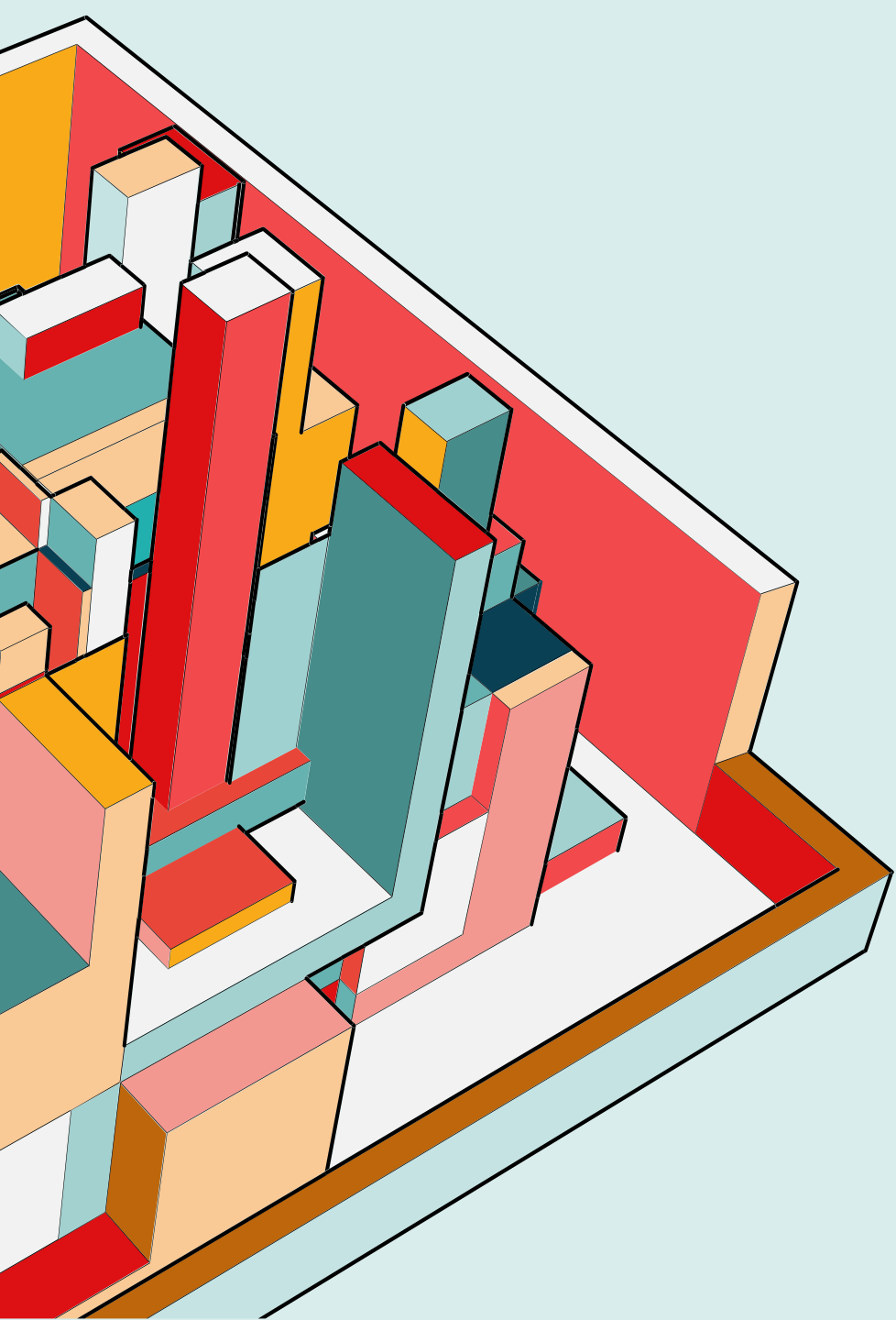
SO WHAT IS TIME MANAGEMENT



A SIMPLE DEFINITION OF TIME MANAGEMENT

- Time management is the process of planning and organizing how to divide your time between specific activities to work more efficiently, meet deadlines, and achieve your goals.





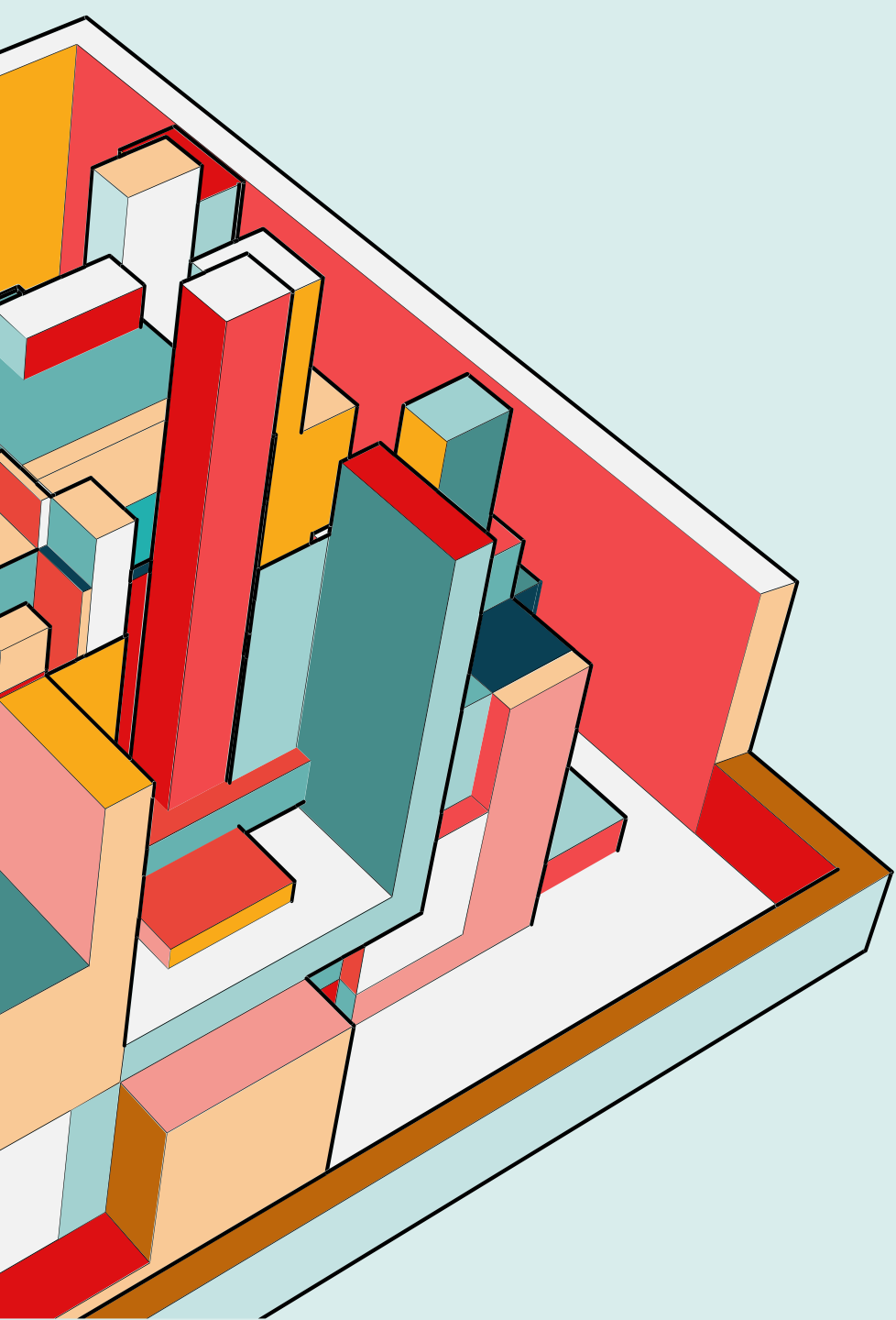
WHY IS THIS IMPORTANT?

As a student in higher education



- Improves academic performance by allowing more effective study and preparation
- Reduces stress and anxiety by preventing last-minute rushes and missed deadlines
- Helps balance coursework, part-time jobs, and social life, reducing overwhelm
- Increases free time for hobbies, friends, and relaxation
- Builds self-discipline and confidence through meeting goals and staying organised



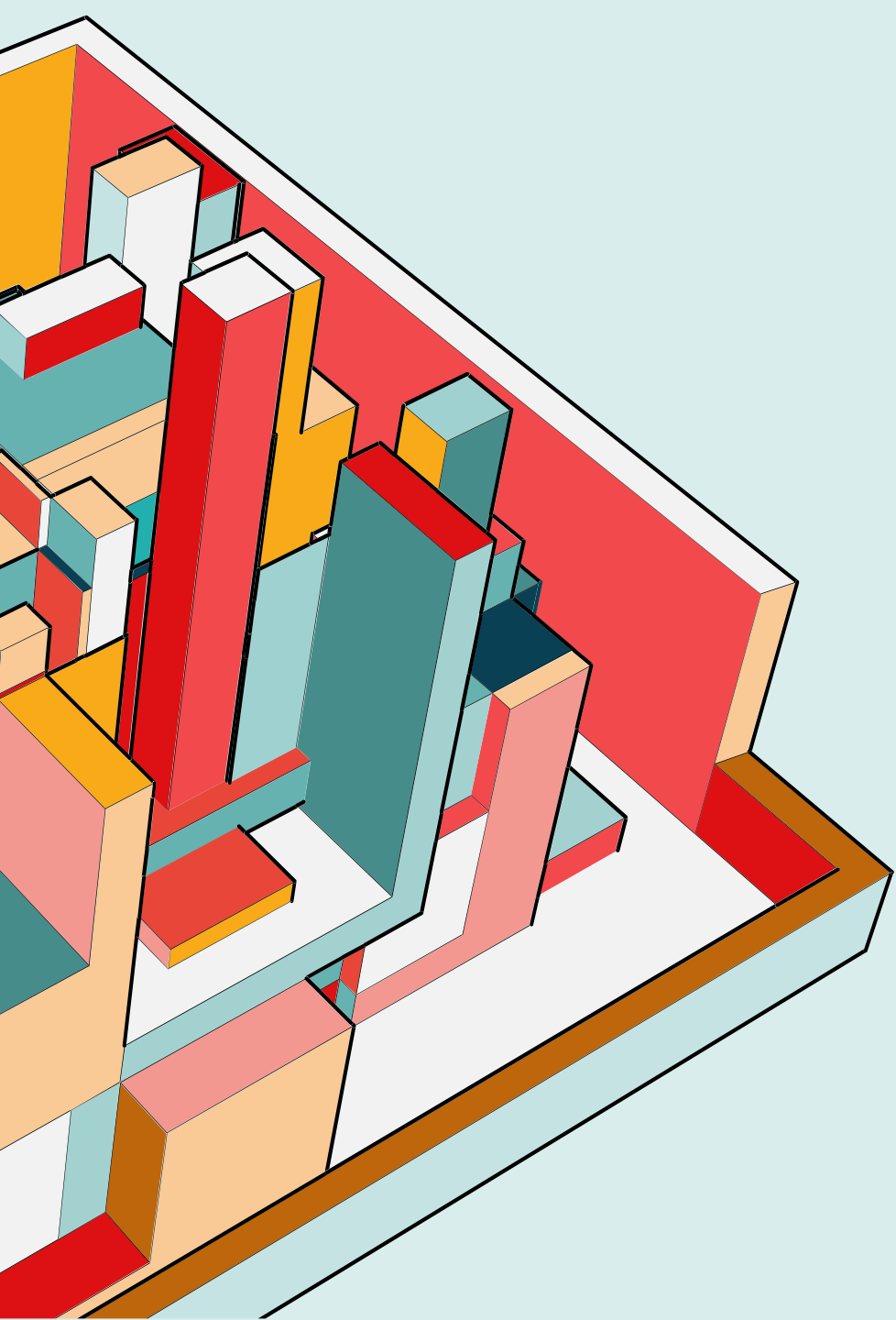


COMMON ISSUES WITH TIME MANAGEMENT



- Procrastination: 90% of students procrastinate regularly on their academic work
- Digital distractions and device overuse: Constant notifications, social media, and streaming services significantly disrupt concentration
- Overcommitment and poor scheduling: Taking on too many classes, extracurricular activities, or social commitments can lead to burnout
- Lack of prioritization and planning: Students frequently struggle with organizing tasks based on importance and urgency





EISENHOWER MATRIX

"The Eisenhower Matrix is a great tool to use with clients to help them decide on and prioritize tasks by importance and urgency."

Life is a Laboratory. (2018) The Eisenhower Decision Matrix.
Available at:
<https://lifeisalaboratory.com/w>



A STRATEGY TO IMPROVE YOUR TIME MANAGEMENT SKILLS FOR ALL THE ADDED BENEFITS.

- The Eisenhower Matrix helps you decide what to do first by asking two questions about each task: Is it urgent? Is it important?
- If a task is urgent and important, do it right away. If it's important but not urgent, plan a time to do it.
- If it's urgent but not important, try to delegate it to someone else. If it's neither urgent nor important, just drop it. This way, you focus on what truly matters and avoid wasting time on distractions



FINAL TIPS & TAKEAWAYS

- It can help in all aspects of your life
- Reduce anxiety from being under prepared
- Overall boost your productivity and give you a good chance of getting ahead rather than falling behind



THANK YOU

From Ali

