

Time management

Presented by: Nasrin Sultana



The Importance of Time Management

- Essential for balancing academic and non-academic responsibilities.
- Enables students to meet deadlines and reduce stress.
- Prevents procrastination and enhances productivity.
- Promotes emotional well-being and a positive learning experience.

Common Struggles Students Face

- Procrastination: Often due to low motivation or overwhelming tasks.
- Digital Distractions: Social media use can lead to unproductive habits.
- Poor Planning: Lack of structure results in missed deadlines.
- Overcommitment: Balancing studies with jobs or personal issues can reduce time for academic focus.

Using Technology to Improve Time Management

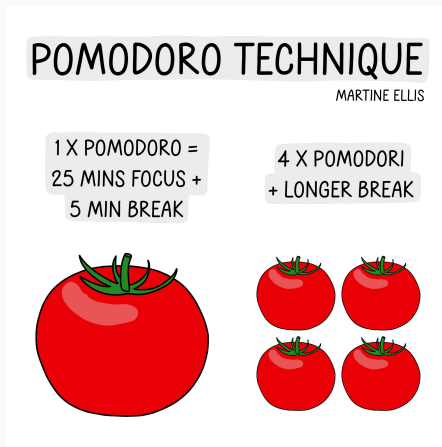
- Online Planning tools
 - Google Calendar
 - Microsoft To Do
 - Distraction Blockers

Techniques for Effective Time Management

Pomodoro Technique

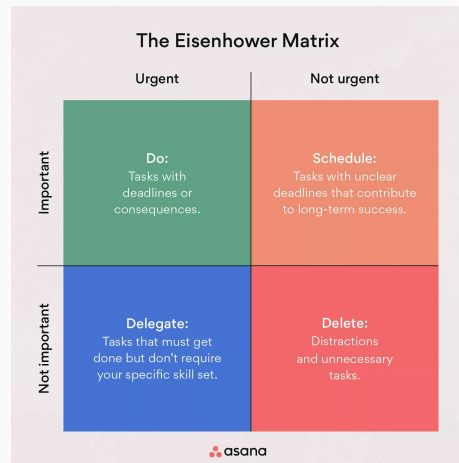
25-minute work intervals with short 5 minute breaks.

Reduces fatigue and boosts focus.



Eisenhower Matrix

Categorises tasks by urgency and importance.
Helps prioritise what truly matters.



Key Takeaways

Good time management boosts academic performance and reduces stress.

Apps and strategies support better organisation and focus.

Common struggles can be overcome with the right tools and techniques.

Consistent planning and discipline lead to long-term success.