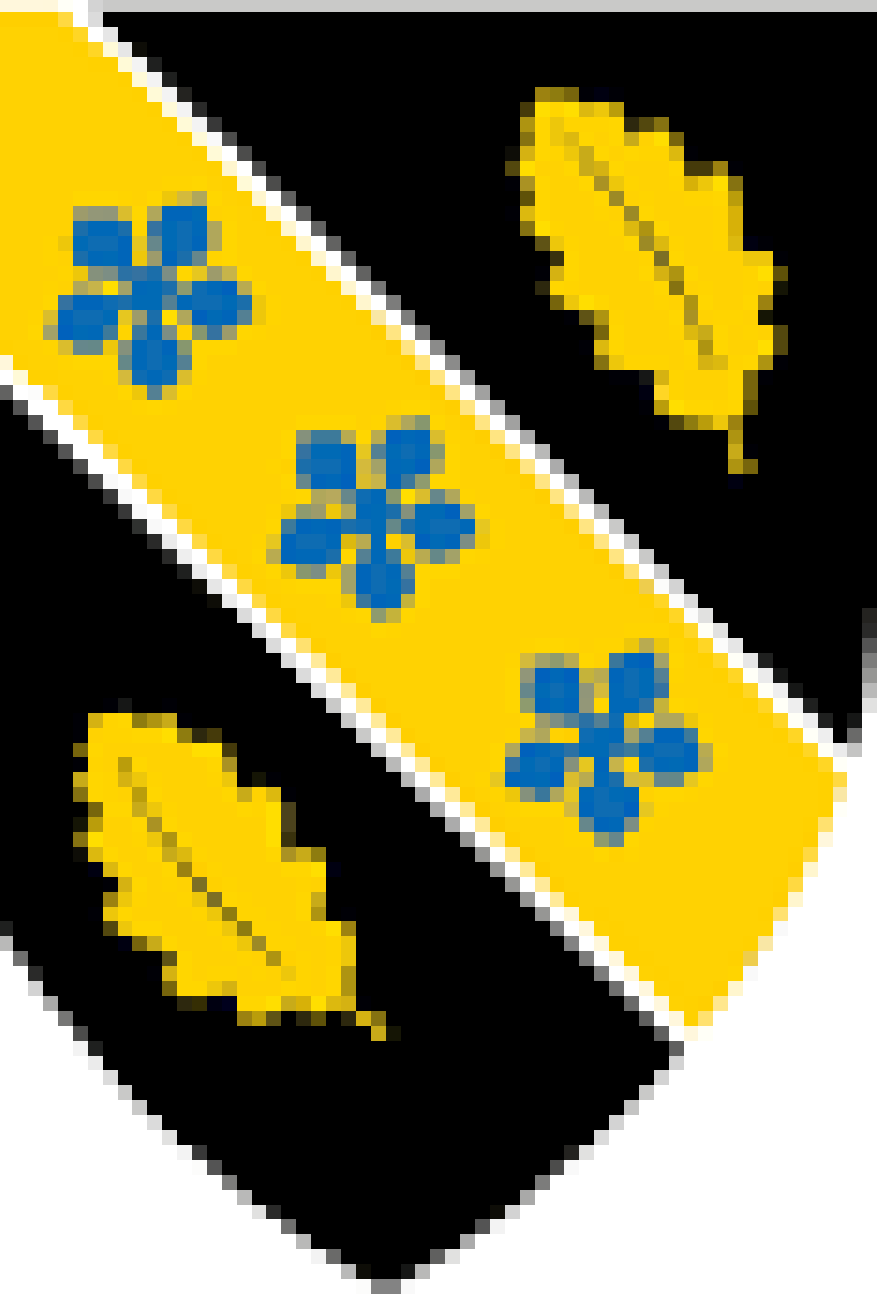




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Module Name: Academic Skills in the Digital Era

Module Code: BMSW4013

Assignment Name: Time Management

Student Name: Jodie Hughes

Student Number: 2438497

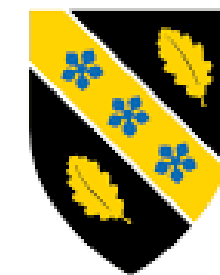
Lecturer: Ffion Cumberpatch

What is time management?

Time management is the process of planning how to use your time
To help you achieve the best results while in higher education.

Why is time management important?

Time management for students is important to help meet deadlines. It helps prioritise your workload and helps build essential key skills needed while in education and when you enter the work force.



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What are the benefits of time management?

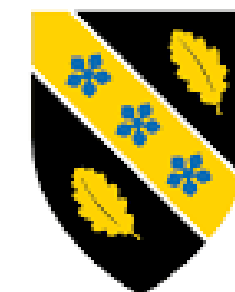
- ✓ Gives a healthy balance between university and your personal life.
 - ✓ Helps reduce stress.
 - ✓ Helps manage large workloads.
- ✓ Stops the possibility of poor work being produced.

What digital tools are available to help students manage thier workload?.

- ✓ Google calendar.
- ✓ Microsoft Outlook.
- ✓ Apple Calendar.
- ✓ Zoom
- ✓ Microsoft teams.

What challenges can students face while in the digital era to manage thier workload?

- ✓ Social media platform
- ✓ Gaming
- ✓ Technology malfunction



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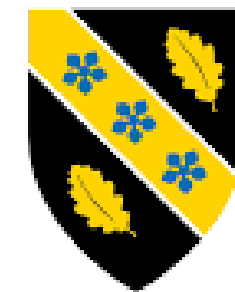
Proven Time Management strategies

- ✓ Pomodoro Technique (25 minute intervals with a 5 minute break)
- ✓ Eisenhower Matrix (mark work from urgent,important to not important)
- ✓ Trello (using visual aids)

Combing these techniques will help maximise efficiency, stay focused and organise workload.

Conclusion....

In conclusion, by combining good time management and using the right digital tools students are able to take control over their studies, boost their confidence, gain essential key skills to take into the workforce and help build a strong environment for academic and personal success.



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