

Cover page

Title: Individual Written Report

Name: Mehnaz Salim

Student ID Number: 2319371

Module Name: Academic Skills

Module Code: LCBB4012_BIRM

Lecturer Name: Teacher Farah Islam

Table of Content

COVER PAGE	1
TABLE OF CONTENT	2
INTRODUCTION	3
DEFINITION OF TIME MANAGEMENT	3
IMPORTANCE OF TIME MANAGEMENT	3
TIME MANAGEMENT STRATEGIES	3
CONCLUSION	4
BIBILIOGRAPHY	4

Introduction

In this report, I talk about Time Management and why is important. The purpose of the report is to find out about how to manage time good and show ways to manage time goodly. Time management is important for success because helps organise work and good because it make sure work is done on time. The purpose of the report is help understand time management and make sure task are done.

Definition of Time Management

Time management means using time effectively to make sure work is done.

“Cambridge dictionary say time management is “the practice of using the time that you have available in a useful and effective way, especially in your work”¹. This mean balancing time, doing big tasks first and completing work goodly before deadline.

According to Coursera, Time management skills are “goal setting, prioritising, delegating, focusing and time blocking”² This can help build a time managing habit.

Importance of time management

Time management important because it makes sure you have enough time before finishing task and helps you organise time better. It help you finish important and close finish task first. For example, completing assignment which is due early than other assignment. This can help a person to meet deadlines and make sure you not stress about rush.

And, time management important for academic success because it help organise and submit tasks when theyre due. It make sure you plan time and don't get in trouble for late. It less

¹ Cambridge Dictionary (2023). *time management*. [online] @CambridgeWords. Available at: https://dictionary.cambridge.org/dictionary/english/time-management#google_vignette.

² Coursera Staff (2023). *7 essential time management skills*. [online] Coursera. Available at: <https://www.coursera.org/articles/time-management-skills>.

stress because you have lot of time to complete the task and you can do some little bit at a time. "According to Eluxhian, "time management means less stress, greater focus, higher levels of productivity, less procrastination, less distraction, increased energy and time to think."³

Time management is important because it helps organise tasks and ignore distractions. Everyone has different situation, so time management helps with making sure work is done to fit a persons life

Time Management strategies

Time management strategies help person to manage time and give different ways of doing it. For example, time blocking or doing more important task first.

One time management strategy can be Pomodoro Technique. "You do tasks for 25 minute and take break for 5 minute and repeat this again"⁴. This help manage time because person stay focus and don't get tired easily. They can finish task in 25 minute turns and still be interested. The Pomodoro technique is popular in academic work because it keeps focus and can split assignments into parts.

Another time management strategy can be the Eisenhower Matrix. According to Rize.io, this strategy helps to "delineate important and urgent tasks"⁵ This helps manage time because it makes sure a person does the most important and most important task first. This means the person can make sure they do the right tasks first and help to prioritize the important and urgent tasks.

Conclusion

In conclusion, time management is important for academic success because it makes sure that person completes task on time and do the work good because they have enough time to focus and complete the task. It makes sure the right tasks are prioritise and because a person can take their time instead of rush. I look at the Pomodoro Technique and the Eisenhower Matrix which help person to manage time by doing work in 25 minute blocks and completing most important and urgent tasks first.

Bibliography:

³ Elkhuisen, B. (2024). *The 10 most important benefits of time management | Knowledge*. [online] Bakkerelkhuisen.com. Available at: <https://www.bakkerelkhuisen.com/en-gb/knowledge/the-10-most-important-benefits-of-time-management/>.

⁴ Pomodoro® Technique. (2025). *Welcome - Pomodoro® Technique*. [online] Available at: <https://www.pomodoratechnique.com/welcome/>.

⁵ Rize.io. (2022). *5 Time Management Techniques to Maximize Your Productivity*. [online] Available at: <https://rize.io/blog/time-management-techniques>.

- Cambridge Dictionary (2023). *time management*. [online] @CambridgeWords. Available at: https://dictionary.cambridge.org/dictionary/english/time-management#google_vignette.
- Coursera Staff (2023). *7 essential time management skills*. [online] Coursera. Available at: <https://www.coursera.org/articles/time-management-skills>.
- Elkhuisen, B. (2024). *The 10 most important benefits of time management | Knowledge*. [online] Bakkerelkhuisen.com. Available at: <https://www.bakkerelkhuisen.com/en-gb/knowledge/the-10-most-important-benefits-of-time-management/>.
- Pomodoro® Technique. (2025). *Welcome - Pomodoro® Technique*. [online] Available at: <https://www.pomodoratechnique.com/welcome/>.
- Rize.io. (2022). *5 Time Management Techniques to Maximize Your Productivity*. [online] Available at: <https://rize.io/blog/time-management-techniques>.