



Time Management

AN ESSENTIAL SKILL FOR STUDENT SUCCESS IN
HIGHER EDUCATION.

SIMONA CALDARE

What Is This About



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

- ▶ Time management is using time wisely
- ▶ Uni students often feel busy and overwhelmed
- ▶ Study, work and social life is hard to balance
- ▶ Distractions like phones make it worse
- ▶ Helps reduce stress and improve grades
- ▶ This talk looks at what it is, why it matters, problems, and tips

What Time Management Means and Why It Is Important

- ▶ It's about planning your day well
- ▶ Helps fit in study, work, and fun
- ▶ Alghamdi (2021) says good planning is better grades and less stress
- ▶ Students feel more in control with a routine
- ▶ Good time use means better mental health and meeting deadlines

Helpful Tools and Methods for Students

- ▶ Apps like Google Calendar help plan and remind
- ▶ Time blocking: set times for each task

Example: 10–11 reading

2–3 writing

- ▶ Focus apps stop phone use and boost concentration

Jisc (2023): digital tools make time use easier

Common Time Problems for Students



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

- ▶ Procrastination is a big issue for many
Hafner (2019): leads to low grades and stress
- ▶ Social media is a time thief (TikTok, Instagram)
Easy to lose hours without noticing
- ▶ Jobs and family needs live less time for university
- ▶ Poor planning makes it worse

Easy Ways to Manage Time Better



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

- ▶ Pomodoro: 25 mins work + 5 mins break
- ▶ Keeps focus, avoids burnout (Leicester, 2022)
- ▶ Eisenhower Matrix have 4 task groups

- Urgent and Non-Urgent

- Important and Unimportant

Newman (2023)says it helps avoid feeling overwhelmed

- ▶ Use of apps or pen and paper to plan ahead



References:

- ▶ Alghamdi, A.K.H. (2021). Time Management and Academic Achievement among Higher Education Students. *Journal of Education and Learning*, 10(3), pp. 45–51.
- ▶ Hafner, A., Oberst, V. and Stock, A. (2019). Avoiding procrastination: The role of planning and self-control. *Learning and Instruction*, 61, pp.101–112.
- ▶ Jisc. (2023). Digital Tools for Time Management. <https://www.jisc.ac.uk>
- ▶ Newman, S. (2023). Using the Eisenhower Matrix to Tackle Student Overload. *Times Higher Education*.
<https://www.timeshighereducation.com>
- ▶ University of Leicester. (2022). Pomodoro Technique for Study Success. <https://www.le.ac.uk/study-tips>.