

Why does it Matter?

Increase focus and productivity

Less stress

Better schoollife balance

Less procrastination

Things are simpler & easier

Increased energy

Less
distraction &
Improved focus

More time

Positive reputation

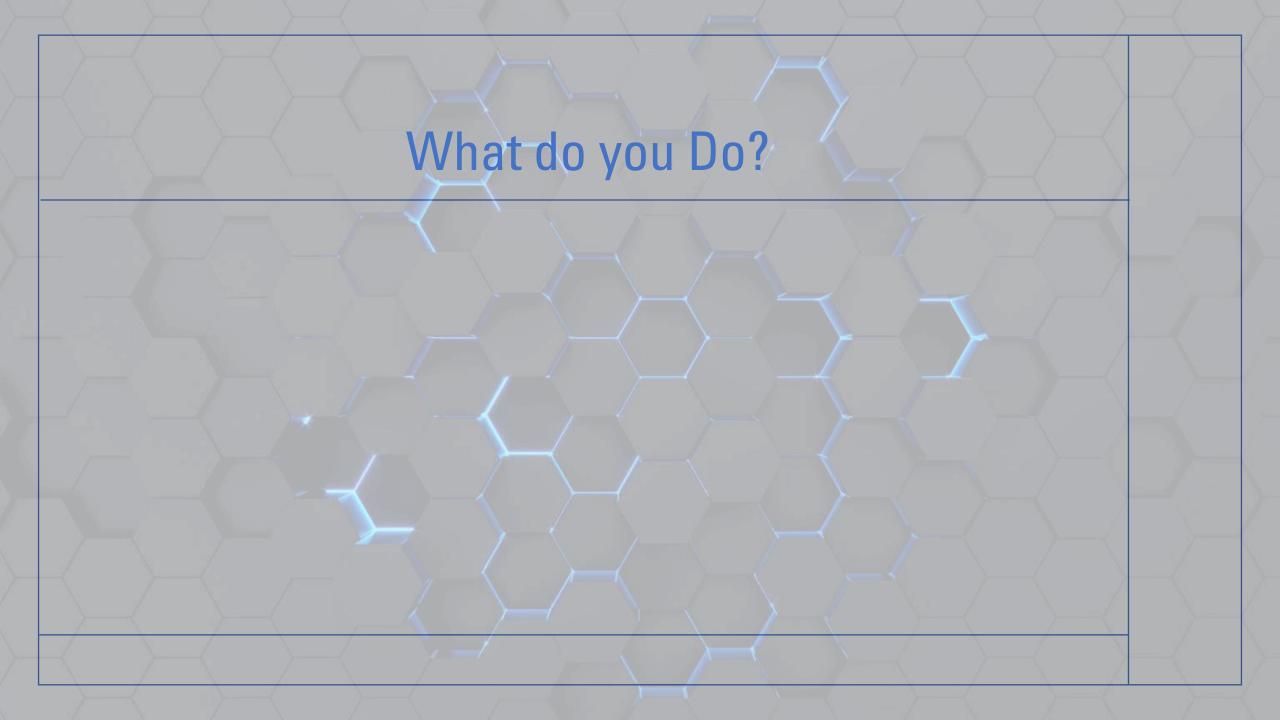
Goal achievement

More confidence

Better grades

Time Wasters

Social Media Not prioritizing Poor study habits **Procrastination** Worrying Perfectionism Poor sleep Forgetting to plan **Skipping Class** Multitasking Phones Internet hygiene Using the weekend as a Netflix Emails Shopping Joining clubs Partying break from school





Limit Distractions

Avoid Multi-tasking

Practice Saying No

Time Blocking

Set Goals

Avoid Procrastination

Delegate



Enforce Deadlines

Prioritize Tasks

Establish Routines

Set Time Limits

Organization

Unplug

School Suggestions

Use a Planning Tool (electronic or not)

Plan ahead

Read your Syllabi

Review Due Dates

Create a calendar of important dates

Calculate how much time you need

Prioritize

Lists

What are your most productive times of the day?

Create a daily to do list

Know what works for you



 Break your day into blocks of time, arranging them in the most efficient way, allowing for flexibility and quick adjustments

Map Your Micro-Milestones

- Break down large projects into tiny, achievable milestones
- Set multiple deadlines



- 25 mins on, 5 mins off, but adjust based on the task
- Tailor time based on type of task
- Not all tasks are equal



- The Pareto Principle states that 80% of results come from 20% of efforts
- Apply to not only tasks but time, when are your most productive 20%?
- Once identified, protect & optimize these times



- Turn task list into a game, complete with rewards, points and levels
- Earn points for completed tasks and receive real rewards

The 5 Ps of Time Management

Prioritize

What is most important?

Plan

• Daily, weekly, monthly roadmap

Prepare

Anticipate obstacles & gather necessary resources

Pace

Know your limit

Persist

Stay committed

References & Questions

https://www.forbes.com/sites/ginnyhogan/2024/01/04/5-innovative-time-management-techniques-for-the-new-year/

https://medium.com/@timlyfy/mastering-the-5-ps-of-time-management-your-path-to-efficiency-42edc50557ba