

A guide to **TIME MANAGEMENT**

Developed as part of
ICMR's Multistate Implementation Research Study on Improving
Mental Well Being Among School and College Students





Let's talk
about

TIME MANAGEMENT

From racing against time, to using it effectively

Have you ever felt like your day slipped away in a flash?

As students we have to juggle many things and sometimes it may feel like there just aren't enough hours in the day to attend classes, complete our assignments, study for tests, participate in extracurricular activities, and still find time to relax and recharge.

But what if you could turn that chaos into order? This guide is here to help you navigate your busy schedule with ease, offering practical tips and strategies to help you balance your workload and still find time for yourself.

Let's tackle the time crunch together and make your days feel a little less hectic and a lot more manageable.

Ready to take control? Let's dive in!



Source: Freepik.com

What is Time Management?

Time management is the process of organising and planning how to divide your time between specific activities.

Effective time management allows you to accomplish more in less time, even when time is tight and pressures are high!



Source: Freepik.com

Why is Time Management Important?

Time management as a skill comes handy when planning and executing daily tasks. Over a period of time, using strategies to make productive use of your time can allow you to feel more in control of how your days look.

Here are some ways in which time management can help:

Helps Meet Your Goals: Effective time management transforms your ambitions into achievable milestones, helping you meet your goals with confidence and clarity.

Increases Productivity: By managing your time well, you can accomplish more in less time, which frees up space for relaxation, leisure or other important activities. This helps you make the most of your day and achieve your goals more efficiently.

Manage a Wide Range of Demands: Effective time management enables you to balance academic responsibilities with social activities and personal interests. This helps you maintain a fulfilling and enjoyable life without neglecting any aspect.

Reduces Stress: Proper time management helps you avoid the last-minute rush, minimising anxiety and stress. Planning ahead and staying organised means you are less likely to feel overwhelmed.

You can watch a video on why time management is important [here](#):



Source: Created by NIMHANS

Understanding the Pomodoro Technique

The Pomodoro Technique

The Pomodoro Technique is designed to improve focus and productivity by breaking work into intervals, traditionally 25 minutes long, separated by short breaks.

How It Works:

1. **Choose a Task:** Pick a task you want to work on.
2. **Set a Timer:** Set a timer for 25 minutes (one Pomodoro).
3. **Work:** Focus entirely on your task until the timer goes off.
4. **Take a Short Break:** Take a 5-minute break to recharge.
5. **Repeat:** After four Pomodoros, take a longer break (15-30 minutes)

1. Decide on the topic of study : _____



2. Decide on how much time you will spend on each topic

3. Apply POMODORO technique

25 mins	5 mins	25 mins	5 mins	25 mins
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4. Put a tick mark each time you finish a 25 mins study session and a 5 mins break

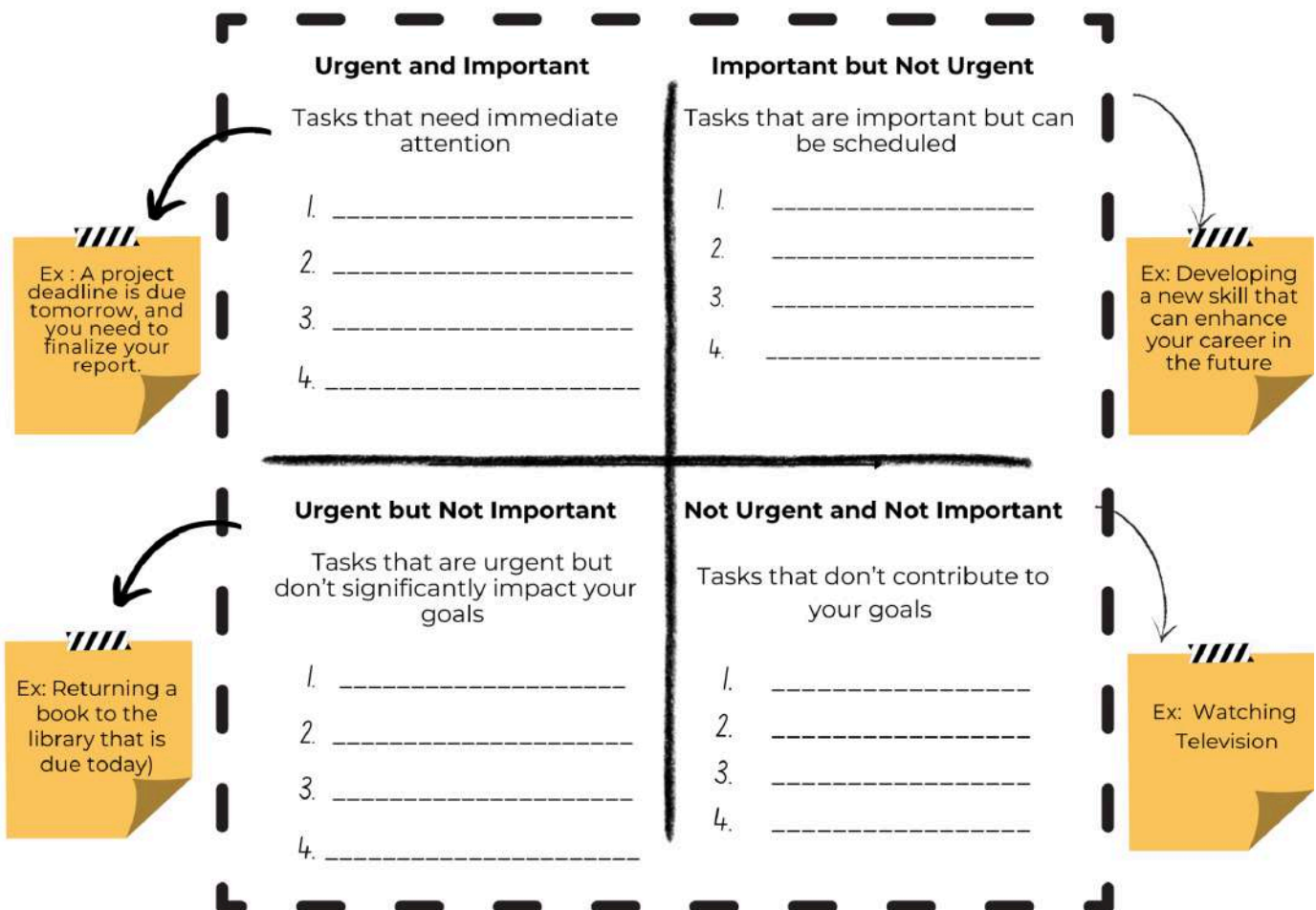
25 mins	5 mins	25 mins	5 mins	25 mins	5 mins	25 mins	5 mins	15- 30 mins break

5. Reward yourself with a 15-30 minutes break at the end of 4 POMODOROs

Planning and Prioritising

The Eisenhower Matrix

The Eisenhower Matrix is a tool that helps you prioritise tasks by urgency and importance. Here's how to use it:



Source: Created by TISS

You can watch a video on the Eisenhower Matrix [here](#) :




Source: Created by NIMHANS

Creating Your Schedule

Daily Planning

After incorporating the Pomodoro Technique and prioritising your tasks, create a daily schedule that helps you stay on track.

DAILY PLANNER		
DATE :		S M T W T F S
TODAY'S SCHEDULE It ensures you stay focused, manage your time efficiently, and accomplish tasks		TOP PRIORITIES Identifying key tasks helps you focus on what's most important and make progress toward your goals.
6-7 AM		<input type="checkbox"/>
7-8 AM		<input type="checkbox"/>
8-9 AM		<input type="checkbox"/>
9-10 AM		<input type="checkbox"/>
10-11 AM		
11-12 AM		
12-1 PM		
1-2 PM		
2-3 PM		
3-4 PM		
4-5 PM		
5-6 PM		
6-7 PM		
7-8 PM		
8-9 PM		
NOTES Writing down important information helps retain details, organize thoughts, and keep track of ideas for future reference.		TO - DO LIST A to-do list keeps you organized and ensures nothing important gets overlooked throughout the day.
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		REMINDERS Setting reminders helps you stay on track with deadlines and commitments, avoiding last-minute rushes.

Source: Created by TISS



Things to Remember :

- Life can be unpredictable, so stay **flexible** and make sure to leave some space in your schedule for unexpected changes.
- Check your schedule regularly and **adapt or make changes** if needed to stay on track with your goals.



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