

Time management



Strategies to share with students

Suggested ideas and practices educators can share with students to support awareness of the topic and development of the skill. Strategies can be adopted/adapted as needed.

- Create a list of tasks and prioritize them based on urgency**
Make sure to break down larger tasks into small and more manageable chunks to help you stay motivated. Use different colours or tags to identify the urgency of each task and help keep you on track. Assigning tasks as low/medium/high priority can be helpful.
- Plan in advance**
Schedule your activities as far in advance as you can and include as many specifics as possible (what you'll do, how much time to devote to each part etc.). Keep track of the time it takes you to complete regular tasks so you can accurately schedule them in the future.
- Focus on one task at a time**
Multitasking may reduce productivity while working on one task at a time will help you complete it more proficiently. Focusing on one task will also allow your mind to transition more easily to the next task. Consider the urgency of your tasks and prioritize them accordingly.
- Set aside time for other aspects of life besides work**
Make sure you are also planning and scheduling non-academic activities. You can also get in the habit of rewarding yourself for completing your tasks, which can also help with motivation.



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Apply known time management system strategies

The Pomodoro Technique is one example of a tool that helps people manage their time effectively. This technique involves breaking down tasks into intervals. In practice, this approach could involve organizing your study time into work sessions of 25 minutes with breaks in between.



Reflect on your method of completing work

Keep track of how you spend your time and the methods you are using. You may need to update your strategies if they are not working for your current situation. Be realistic and honest with yourself.

