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EFFECTIVE TIME MANAGEMENT FOR PROFESSIONAL

"organize today archive tomorrow "

"Time management boosts productivity and balance. This presentation explores key strategies and tools to help professionals use their time effectively"

WHY MANAGEMENT MATTER?

💡 **Boosts Strategic Thinking: Prioritizing tasks improves decision quality**

😊 **Prevents Burnout: Maintains mental clarity and reduces last-minute stress**

⚖️ **Creates Harmony: Promotes a sustainable work-life blend**



"Master your minutes, and you master your day"

COMMON TIME WASTING HABIT

😐 **present:physically present mentally absent**

✗ **Lack of Prioritized Planning: No to-do list so we definitelydo the work in unclear direction**

📱 **Digital Distractions: Unchecked social media use drains time and energy**
Most common mistake in day to day life



"What you do not manage steals your time!"



TIME HACKING TOOLS FOR THE MODERN PROFESSIONAL

✿ Eisenhower Matrix:

Classifies tasks as Urgent/Important for better prioritization

✿ Pomodoro Technique

Work 25 mins, rest 5 mins - improves focus & prevents burnout

✿ Time Blocking

Assign fixed hours to specific tasks or categories



"It's not about working more hours – it's about working smarter."



TECHNOLOGY TOOLS



Google Calendar:

Schedule meetings, study hours, reminders

Sync across devices



Notion / Trello

Organize tasks, group work, and progress tracking, Visual dashboards for easy planning



Todoist :

To-do lists with priority levels and reminders

Clean interface and easy to update daily



"Plan Smart. Track Easy. Win Every Day😊."

TIME MANAGEMENT TIPS FOR STUDENTS AND EARLY-CARE PROFESSIONALS

1

Start with a Morning Routine:

Allocate 15 minutes each morning for daily planning and 10 minutes for positive reinforcement through journaling

2

Apply the “Three-Task” Rule:

Set just three focused goals per day – one major, one moderate, and one quick task to maintain momentum.

3

Follow the 90/30 Focus Cycle:

Work with complete concentration for 90 minutes, followed by a 30-minute break for creative or restorative activities.

5

CASE STUDY

Background

Meera, a junior data analyst, often juggled multiple tasks without clear priorities, leading to late submissions and burnout

Change implemented

👉 She adopted the Eisenhower Matrix to categorize urgent vs. important tasks. She also used Pomodoro Technique to improve focus and avoid fatigue

CONCLUSION

"Time Well Spent Is Success Well Earned "

- **Key Points:**

- 📌 **Time management is not about doing more works,it's about doing what matters most.**

- 📌 **Consistent planning leads to reduced stress and improved performance**

- 📌 **Tools and techniques only work when paired with discipline and intentional focus**

“Don’t manage time. Manage yourself within time.”

THANK YOU!



Closing Line

"Time management is about working smarter, not harder."



Prompt for Q&A:

If you have any questions or thoughts, I'd be glad to discuss them.



Footer:

Presented by: Arshiya

Topic: Effective Time Management for Professionals