

Time Management

Lecture

Module: Study Skills

Level: Second Year

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Literature**

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Introduction



“Your greatest asset is your earning ability. Your greatest resource is your time.” - Brian Tracy



“Give me six hours to chop down a tree and I will spend the first four sharpening the axe.” -Abraham Lincoln

Contextualized Definition

« Time management is the process of consciously planning and controlling time spent on specific tasks to increase how efficient you are. You may be familiar with setting deadlines, writing to-do lists, and giving yourself small rewards for accomplishing certain activities. »

The Importance of Time Management

- Reducing stress
- Increasing energy
- Achieving goals more efficiently
- Prioritizing what's important
- Accomplishing more in less time
- Reducing procrastination
- Boosting confidence
- Getting further in your career or education.

Benefits of Time Management

Time Management Strategies

| Technique | How it Works | Best For... |
|-------------------------------|---|--|
| The Pomodoro Technique | 25 mins of deep work + 5 mins break. Repeat 4x, then take a 30-min break. | Beating procrastination and maintaining focus. |
| Time Blocking | Assigning specific "appointments" in your calendar for specific subjects. | Ensuring you don't neglect difficult subjects. |
| The Eisenhower Matrix | Categorizing tasks by Urgency vs. Importance . | Deciding what to study <i>now</i> and what can wait. |

Successful Tips for a Good Time Management

- Work With Your Biology (Energy Mapping)
- The "Anti-Procrastination" Rules
- Study Smarter, Not Longer
- Clean Your "Digital Desk »
- Sometimes, rewards and good intentions are not enough to keep us focused. An app or browser extension can help you minimize distractions by blocking you from using social media or touching your phone. Some apps and extensions you can try include:
 - [Forest](#) is an app that helps you stay focused and off your phone. The company partners with an organization called Trees for the Future to plant trees when you spend virtual coins earned in Forest.
 - [StayFocused](#) is a browser extension that prevents you from using time-wasting websites like Reddit, Twitter, Wikipedia, Instagram, and more. It's highly configurable, so you can customize it to your specific distractions.
 - [Freedom](#) is a tool that can block websites and apps on all of your devices simultaneously. Take advantage of its free trial to see if it's right for you.
- Try an app to help you focus.

**Stephen Covey's
Experiment of Time
Management
Vidéo Links**

<https://www.youtube.com/watch?v=9XL2oRoAii8>

<https://www.youtube.com/watch?v=l7ul4MX4kp8>

References

Covey Stephen 7 Habits

Covey Stephen (2019) Time Mangement (Video)

<https://www.youtube.com/watch?v=l7ul4MX4kp8>

Covey Stephen (2019) Stephen Covey's 4 Quadrants Time Management Strategies | Time Management Matrix

<https://www.youtube.com/watch?v=9XL2oRoAii8>

