**Time Management Strategies for Students**

Time is undoubtedly an important “Amanah” bestowed by Allah ( سبحانه و تعالى) to us. For ages, people have been emphasizing its worth. Some say, “Time is money”, others believe, “Time is gold”. Time is surely one of man’s most precious resources. Therefore, it should be effectively utilized, if not, so much will be lost as lost time can never be regained.

We, the Muslims, are taught to manage our time fruitfully both for our worldly pursuits and for life hereafter. The Muslims who utilize their time wisely, Allah ( سبحانه و تعالى ) blesses them with “Barakah” and resultantly, they are rewarded with more time to accomplish their goals and achieve success.

As time is a priceless gift from Allah ( سبحانه و تعالى ) ; therefore, it is crucial for everyone to learn to manage time fruitfully. Proper utilization of time is indispensable to gain success. For this, learning the skills of time management is essential for everyone. Below are some useful time management strategies for students to stay focused, be more productive and beat procrastination to make use of time productively:

**1.Plan Your Day**

Plan your day’s schedule in advance for it will help you do your tasks smoothly. It will also increase your efficiency and you will adopt a proactive behaviour.

**2.Set Clear Goals and Priorities**

It’s important to set clear goals and priorities, and to focus on the most important tasks first. It will help you organize your objectives or tasks according to their urgency, value and importance.

**3.Be Realistic and Flexible**

For good time management, while building your schedule and priorities list., you must be realistic about what you can accomplish. Similarly, sometimes due to some unforeseen circumstances, you simply may not be able to do what you have planned. So, include buffer time when you are unsure and be patient in case things don’t go exactly the way you have planned.

**4.Break Down Your Tasks into Smaller, Actionable Pieces**

We tend to procrastinate when a project feels like a huge task. It also causes stress, panic and over-thinking. We, sometimes, feel it impossible and lose motivation. In this situation, break down your huge, gigantic task into smaller chunks. It will keep you motivated and help you complete your task successfully.

**5.Take Breaks**

Sleep researcher Nathaniel Kleitman states, “our minds naturally crave breaks after every 90 minutes of intense work. Even if you do not have a timer going, your body will let you know that you need a break by turning sleepy, fidgeting, hungry, or losing focus”. So, it is necessary to take purposeful breaks to maintain your productivity, motivation and focus.

**6.Remove Distractions**

Social media, cell phones, and TV **—** there are so many attractions that distract students from their important tasks. Therefore, turn off your TV, cell phones and sign out of social media accounts while doing your task.

**7.Make Time for Self-care and to Have Fun**

Time management isn’t merely about studying and doing your school tasks. Your mental and physical health is vitally important. So, you must include time for yourself in your schedule to keep your mental and physical health and your life in balance. Therefore, don’t hesitate enjoying your hobby, having a long walk, spending time with your friends or family, or simply playing your favourite sport.

**8.Seek Guidance**

It is important to seek guidance of your parents, teachers or experts in time management when you need additional help or you face any problem in time management.

To conclude, time is an important aspect of human life. Good time management is always rewarding as it allows you to achieve greater results in shorter time period. If you wish to live a happy and stress-free life, you must manage time wisely. Those who are able to utilize time fruitfully are always happy, satisfied and successful.