



SCHOLARS MENTORSHIP PROGRAM

ACADEMIC TRACK

Session 3: Mastering Time Management

Recap of Session 2

- Reflect on your experiences and progress from Session 2.
 - Discuss any tasks you completed
 - Share any challenges or questions you faced, and work with your mentor to address them.
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Introduction

Welcome to **Session 3: Mastering Time Management!** This session is designed to help you take full control of your schedule, boost productivity, and create a well-balanced routine that supports both academic and personal growth. Time management is not just about being busy—it's about being productive, focused, and intentional with your time. By the end of this session, you'll have practical tools and strategies to optimize your schedule and improve your overall well-being.

Why Time Management Matters

Effective time management is a cornerstone of success, both academically and personally.

Prioritize Tasks	Focus on what's most important and meet deadlines without last-minute stress.
Boost Productivity	Accomplish more in less time, freeing up space for hobbies and relaxation.
Reduce Stress	Gain control over your schedule and avoid feeling overwhelmed.



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Improve Academic Performance	Dedicate focused time to studies, leading to better retention and understanding.
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Understanding Your Time

Before you can manage your time effectively, you need to understand how you're currently spending it. This involves self-assessment and identifying areas for improvement.

Self-Assessment

- **Track your time for a day**

Keep a detailed log of how you spend your time for a full day. Be honest! Note down activities, the time spent on each, and how you felt during those activities.

Time	Activity	Duration	How Did You Feel?
7:00 AM - 8:00 AM	Morning Routine	1 hour	Rushed
8:00 AM - 9:00 AM	Social Media Scrolling	1 hour	Distracted
9:00 AM - 11:00 AM	Studying for Math Exam	2 hours	Focused

- **Recognize your time wasters**

Are you spending hours on social media, getting sidetracked by notifications, or struggling to start tasks?



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Social Media

How much time do you spend scrolling through platforms like Instagram, TikTok, or YouTube?

Procrastination

Do you often find yourself putting off assignments or tasks?

Multitasking

Do you try to do multiple things at once, such as watching TV while studying?

Disorganization

Is your study space cluttered? Do you have trouble finding your notes or assignments?

Taking Control of Your Time

Now that you've identified how you spend your time, let's explore strategies to take control of it.

- **Set SMART Goals**

SMART goals are Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Element	Explanation	Example
Specific	Clearly define what you want to achieve.	"Score 90% on the upcoming math exam."
Measurable	Track your progress with measurable outcomes.	"Complete 2 chapters of the



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		textbook by Friday."
Achievable	Set realistic goals that you can accomplish.	"Study for 2 hours daily instead of 6 hours."
Relevant	Ensure your goals align with your academic and personal objectives.	"Focus on improving my essay writing skills."
Time-bound	Set deadlines to stay motivated.	"Finish the history essay by next Monday."

- **Prioritize Ruthlessly**

Use tools like the **Eisenhower Matrix** or the **ABC Method** to prioritize tasks effectively.

Eisenhower Matrix

Categorize tasks based on urgency and importance

Urgent & Important	Important, Not Urgent
Do these tasks immediately.	Schedule these tasks for later.
Urgent, Not Important	Neither Urgent nor Important
Delegate or address quickly.	Eliminate or postpone.

ABC Method

Categorize tasks by priority:

- A tasks: Critical tasks that must be done first.



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- B tasks: Important tasks that can be delegated or rescheduled.
- C tasks: Low-priority tasks that can be eliminated or postponed.

- **Break Down Large Tasks**

Feeling overwhelmed by a big project? Divide it into smaller, manageable steps. For example in the table below.

Task	Steps
Write a History Essay	1. Research topic. 2. Create an outline. 3. Write introduction. 4. Write body paragraphs. 5. Write conclusion. 6. Revise and edit.

- **Create a Schedule**

Plan your week using a **planner**, **calendar app**, or **bullet journal**. Allocate specific times for Classes, Studying, Extracurricular activities, Meals, Sleep, Relaxation etc.

Example Schedule

Time	Activity
7:00 AM - 8:00 AM	Morning Routine
8:00 AM - 10:00 AM	Study Math
10:00 AM - 10:15 AM	Break
10:15 AM - 12:00 PM	Write English Essay



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- **Minimize Distractions**

- Create a focused study environment**

- Find a quiet, clutter-free space .A quiet place to study where you can minimize distractions.

- Silence your phone notifications**

- Put your phone on "Do Not Disturb" mode or turn it off completely during study sessions.

- Close unnecessary browser tabs**

- Avoid distractions from social media, emails, and other websites.

- Inform others not to disturb you**

- Let your family or roommates know that you need focused time.

- **Use Time Management Tools**

Explore apps and online tools like calendars, to-do list apps (like Todoist, Any.do), and productivity timers (like the Pomodoro Technique timer).

Conquering Procrastination

We all procrastinate sometimes, but it can become a major obstacle to success. Here's how to fight back,

- **Identify your triggers**

- What makes you put things off? Fear of failure? Lack of motivation?
Perfectionism?



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- **Set realistic goals**

Don't try to do too much at once. Break down large tasks into smaller, achievable chunks.

- **Reward yourself**

Celebrate your accomplishments, big and small. This will help you stay motivated.

- **Use the Pomodoro Technique**

Work in 25-minute intervals with 5-minute breaks.

After 4 intervals, take a longer 15-20 minute break.

Balancing Responsibilities

Achieving a healthy balance between academics, extracurriculars, and personal life is crucial.

Area	Tips
Academic vs. Personal Life	Schedule time for relaxation, hobbies, and loved ones to avoid burnout.
Stress Management	Exercise, practice mindfulness, get enough sleep, and seek support.

Remember

- Time management is a skill that takes practice. Be patient with yourself and don't get discouraged if you don't see results immediately.
- Experiment with different techniques and find what works best for you.
- Regularly review and adjust your schedule as needed.
- Most importantly, prioritize your well-being.



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Activity: Build Your Personalized Time Plan

Follow these steps to create your own time management system:

1. Write down all your weekly tasks and activities.
2. Use time blocking to allocate specific time slots for each activity.
3. Include breaks and buffer time.
4. Review and adjust your schedule after a week.

Templates

- Use free online tools like Canva or Google Sheets to create your schedule.
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For Next Session

Prepare for **Session 4: Building Your Academic and Extracurricular Portfolio** by:

- Reflecting on your academic interests.
- Researching clubs, organizations, or volunteer opportunities that align with your goals.
- **Feedback Form:** Please fill out the feedback forms at the end of your meeting. Your input helps us improve the program, and we appreciate your assistance

Feedback

After this session, please complete the mentee feedback form to share your thoughts and suggestions.

Mentee feedback form: [Feedback Form Link](#)