



Session 3: Art of Time Management

Juggling It All



Recap

- Review progress from the previous session on setting SMART goals and discuss any tasks your mentee has completed. Address any questions or challenges they faced.

INTRODUCTION

Welcome to Session 3, which is to be covered in Week 5 & 6. This session equips you to guide your mentee on the crucial skill of time management. By developing effective strategies for managing their time, your mentee can achieve a healthy balance between academics, extracurricular activities, and personal well-being, ultimately paving the way for success in all aspects of their student life.

Importance of Time Management

Time management is essential for achieving academic success and maintaining a balanced life. This session will provide mentees with strategies to effectively manage their time, prioritize tasks, and minimize distractions. By mastering time management, mentees can ensure they meet their academic responsibilities while also enjoying personal activities.



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Guide

Discuss the importance of effective time management for academic success. Explain how time management skills allow students to prioritize tasks, meet deadlines, and avoid last-minute stress.

Understanding Time Management

Definition and Importance

Explain what time management is and why it's crucial for academic success.

Benefits

Discuss the advantages of effective time management, such as improved productivity, reduced stress, and better academic performance.

Identifying Time Wasters

Common Time Wasters

Identify activities that commonly waste time, such as excessive social media use, procrastination, and poor organization.

Self-Assessment

Guide mentees through a self-assessment to identify their personal time wasters.

Prioritization Techniques

The Eisenhower Matrix

Introduce the Eisenhower Matrix (Urgent vs. Important) to help mentees prioritize tasks.

ABC Method

Explain the ABC method for categorizing tasks by priority.



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Task Breakdown

Teach mentees how to break down large tasks into smaller, more manageable steps.

Planning and Scheduling

Creating a Schedule

Guide mentees in creating a weekly schedule that includes all their academic, personal, and extracurricular activities.

Time Blocking

Introduce the concept of time blocking to allocate specific time periods for different tasks.

Using Tools

Recommend tools and apps for time management, such as calendars, planners, and productivity apps.

Minimizing distractions

Explore strategies for minimizing distractions during study sessions, such as silencing their phone or finding a quiet study space.

Time-blocking

Introduce the concept of time-blocking, where specific chunks of time are dedicated to particular tasks. This promotes focus and helps avoid procrastination.

Activity

During this session, work with your mentee to develop a personalized time management plan that incorporates the strategies discussed. Provide them with templates or resources to help them create their schedule and track their progress.



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Overcoming Procrastination

Causes of Procrastination

Discuss common causes of procrastination, such as fear of failure, lack of motivation, and perfectionism.

Strategies to Overcome Procrastination

Provide strategies to overcome procrastination, such as the Pomodoro Technique, setting smaller goals, and using positive reinforcement.

Balancing Responsibilities

Academic vs. Personal Life

Discuss the importance of balancing academic responsibilities with personal life and self-care.

Stress Management

Provide tips for managing stress, such as regular exercise, mindfulness practices, and seeking support when needed.

Flexibility

Emphasize the importance of being flexible and adaptable in managing time.

Maintaining Balance and Avoiding Burnout

Guide

Discuss the importance of maintaining a healthy balance between academics, extracurricular activities, and personal well-being. Encourage them to schedule time for relaxation and activities they enjoy to prevent burnout.



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Activity

Have your mentee reflect on their current lifestyle and identify areas where they might need to adjust their time allocation to achieve a healthier balance.

Activity for Next Session

In preparation for Session 4, Building Your Academic and Extracurricular Portfolio: Strategies for Success, encourage your mentee to reflect on their academic interests and potential extracurricular activities that align with their goals. Ask them to research student organizations, clubs, or volunteer opportunities that could provide valuable learning experiences and enhance their academic portfolio.

Feedback Form

Please fill out the feedback forms at the end of your meeting. Share the mentee feedback form with your mentee to fill out as well. Your input helps us improve the program, and we appreciate your assistance.

Mentor feedback form - <https://airtable.com/app9D3AZKrWuulryo/shrEc8sDgcxbci9Wt>

Mentee feedback form - <https://airtable.com/app9D3AZKrWuulryo/shrH0VAQT8he1C3kx>.