

Time Management

Semester 2 - Advanced Communication and Interpersonal Skills

(03010002HM01)

Learning Objectives

By the end of this lab, students will be able to:

- Practically analyze their time-use habits
- Create a weekly time management plan
- Identify urgent vs important tasks in real scenarios
- Apply team-based time & task planning strategies
- Reflect on improvement areas for efficiency & collaboration

Topics to be Covered

1. Introduction
2. Ice Breaker: Clock Check Challenge
3. Activities

Introduction

Today's focus: Doing, not just knowing

Engineering success requires:

- ✓ Planning
- ✓ Prioritizing
- ✓ Team coordination
- ✓ Reflective improvement

Ice Breaker: Clock Check Challenge

Students guess the time without checking clock

- Discuss: How aware are you of time?
- Key takeaway: Awareness = first step to control

Activity 1: Time Reflection Journal

Students answer:

- What 3 tasks take most of your time?
- When are you most productive?
- Top distractions?
- One time habit to improve this week

Activity 2: Urgent vs Important Simulation

Simulation cards include:

- labs, projects, family events, health, social plans

Task:

- Rank
- Justify
- Debate in a group

Eisenhower Logic Applied

Students decide:

- Do Now (Urgent & Important)
- Plan (Important, not urgent)
- Delegate
- Avoid

Activity 3: Weekly Planner Creation

Students design a personal weekly plan including:

- Class schedule
- Projects & labs
- Skill development
- Exercise & rest
- Personal time

Weekly Planner Structure

Goal	Task	Time Slot	Duration	Priority	Status
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Activity 4: Team Project Time Challenge

Scenario: Plan a 7-day engineering prototype task

Teams create:

-  Task list
-  Roles
-  Timeline
-  Daily check-ins
-  Risk plan

Team Assessment Criteria

- Time structure (20%)
- Roles clarity (30%)
- Collaboration (30%)
- Risk planning (20%)

Reflection & Commitments

Students answer:

- One habit to change
- Biggest learning
- Distraction to eliminate
- Team learning insight

Conclusion

Effective time management is the foundation for academic and professional success.

- It helps build discipline, focus, and confidence.
- Working together with clear planning strengthens teamwork and responsibility.
- Managing time wisely is the first step toward achieving goals and shaping a productive future.

Learning Outcomes

By the end of this session, students will be able to:

- Identify personal time-use patterns and distractions.
- Prioritize tasks using the urgent–important approach.
- Create a structured weekly study and activity schedule.
- Collaborate effectively to plan and divide team tasks.
- Reflect on time-management habits and set improvement goals.

Thank You!