

**Time
Management
Tools**

**Calendar
Integration:** Sync
class schedules and
part-time job shifts
in one place, e.g.,
Google Calendar.

Task Manager: An
integrated task
manager for
assignments, exams,
and extracurricular
activities.

**Automated
Reminders:** Set
reminders for
deadlines and
meetings

**Time-blocking
Features:** Use
Pomodoro
techniques for
study sessions and
personal time.

**Academic
Scheduling**

**Deadline
Prioritization:** List
and rank tasks
based on their
urgency and
importance.

Break Major Tasks:
Divide large
assignments into
smaller,
manageable steps
with separate
deadlines.

Exam Focus:
Prioritize study time
based on the weight
and difficulty of
each exam.

Task Scheduling:
Create time slots in
the calendar for
tasks such as group
study sessions.

**Personal
Well-being**

Break Times:
Allocate short
breaks to relax,
socialize, or exercise
between study
sessions.

**Mindfulness
Integration:** Set
reminders for
mental health
check-ins or stress-
relief exercises.

Healthy Routine:
Incorporate health
goals (e.g., sleep,
exercise) into the
schedule.

Limit Social Media:
Allocate specific
time slots for social
media or gaming to
avoid distractions.

**Balancing Work
and Study**

Work Hours Cap:
Limit part-time job
hours to prevent
overlap with
important study
periods.

Schedule Flexibility:
Arrange internship
or job duties around
classes.

**Extracurricular
Prioritization:**
Choose activities
that offer career-
relevant skills to
avoid overload.

Remote Jobs: Opt
for jobs that allow
flexibility, such as
freelance or on-
campus positions.

**Stress
Management**

Routine Breaks:
Regularly scheduled
mental breaks to
prevent burnout.

Alert for Overload:
Notifications when
multiple deadlines
are approaching.

Seek Support: Use
campus resources
or support groups
when feeling
overwhelmed.

**Relaxation
Techniques:** Daily
relaxation or
meditation
exercises to help
manage stress.