



Dear Students,

This month's topic is **'Time Management'**.

Time management is how you plan and organize your time to complete tasks and achieve your goals.

Why?

Time management helps you focus on what is really important. It makes you more productive and efficient. It helps you meet your goals and spend time on the things that you care about.

Time management skills can make you a better student and a more attractive candidate for jobs and internships.

How?

Read this e-newsletter to learn:

- strategies for dealing with distractions;
- ways to plan and organize your schedule, and write an effective to-do list;
- tips for answering interview questions on time management; and
- how to use technology to better manage your time.

Make a plan

A good, well-planned schedule can help you keep all of your goals and tasks on target.

Step One: The Big Picture

- Create a term calendar.
- Mark exams, holidays and other important dates during the term.
- Set specific academic and personal goals for the term. Hang them in a place you can see and keep checking them against your weekly and daily plans.

Step Two: Week in Focus

- Create a weekly schedule using a [chart](#) like this
- Be realistic about what you can accomplish. Try to allot the correct amount of time for each activity.
- Make notes to track if you are following your schedule. Revise as necessary.
- Plan study times for when you are rested and alert.
- Track your distractions. Leave some time in your schedule unplanned for these distractions and spontaneous activities.
- Don't forget about sleep! Sleep is very important to recharge your mental and physical energy.

Step Three: Daily To-Do

- Take the first few minutes of every day to write a to-do list for what you want to accomplish.
- See this short TEDEd video and module on ["How to Write a To-Do list and Know Where Your Time Goes"](#)
- Begin with the most difficult material or task while you are fresh.
- Break large tasks into small tasks. To-do lists should have tasks that are: small, manageable and specific.
- Reward yourself with a break when you complete a task.

"Time is really the only capital that any human being has, and the only thing he can't afford to lose."

-Thomas Edison

Top Ten Distractions for Students (and the Strategies to deal with them)

One of the keys to managing your time is to identify your distractions and develop strategies to deal with them.

Students name the [following](#) as their top [distractions](#) from studying:

1. instant messaging and emails
2. phone calls and texts
3. social networking
4. web surfing
5. video games
6. TV
7. food and drink
8. tidying your room
9. family commitments
10. housework

Here are some simple [strategies](#) to avoid distraction and stay focused:

1. Keep yourself logged off while studying.
2. Fix a time when you will look at emails/messages and set an alarm to stop.

3. Mute your phone, check it only on study breaks.
4. Put a message on your whatsapp status so that your friends know not to disturb you.
5. Disable wi-fi so you can't surf the web.
6. Create a distraction-free study space.
7. Keep your workspace organized and clutter-free.
8. Eat a snack or meal before you begin a task. Keep water or something to drink with you so you don't need to leave your task.

"Time is not measured by the passing of years but by what one does, what one feels, and what one achieves."

-Jawaharlal Nehru

Know Your "Prime Time"

What time of day are you at your best? Are you a **morning person** or a **night owl**?

The time of the day you have the most energy is the time you have the most potential to be productive.

For one week, track your energy levels at different times of the day. Make a note of when your energy levels are the highest and the lowest.

Use this knowledge to plan for your day and to help prioritize your tasks.

Energy peaks should be used for:

- important tasks
- difficult subjects or assignments.

Energy dips should be used for:

- activities that require less focus, like reading or checking emails
- time to recharge with a nap or break.

Technology for Time Management

- There's lots of apps to help with Time Management. Check out this list of [Top Time Management Apps for Students](#).
- Use an online calendar that syncs across your devices. This will help you keep track of your schedule and plan at all times.
- Use a program that limits your access to Internet or email - like SelfControl or StayFocused - to limit distractions and keep you focused on the task at hand.
- Watch this short TED talk on [10 Top Time-saving Tech Tips](#) by expert David Pogue.

"Your time is limited, so don't waste it living someone else's life."

-Steve Jobs

Show Off Your Skills

The ability to plan, organize and prioritize is one of the [top ten](#) soft skills that employers look for when they hire new college graduates.

Be prepared to answer questions on your Time Management Skills. Some questions you may be asked:

- How do you handle deadlines?
- How do you prioritize your daily work?
- How do you decide which tasks to do first?
- You've got several projects at once? How do you know what to do?
- Would you describe yourself as an organized person? Can you give us an example?
- How do you prepare for the day ahead?
- How do you handle interruptions?

Your answers should be specific. Be ready with examples, techniques or tools that you use to manage your time.

You can talk about:

- breaking large tasks into smaller tasks
- making mini-deadlines for yourself
- creating a fresh to-do list every day
- prioritizing important tasks
- strategies to avoid interruptions and distractions
- working with others to delegate and get things done
- how you keep yourself organized

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