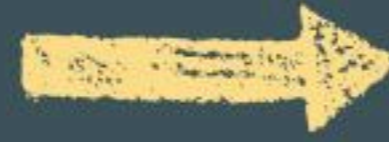




Time is gold

Managing Your Time Wisely

Student Learning Objectives



By the end of this session, you'll be able to:

- Understand the importance and benefits of time management
- Display time management skills
- Understand the importance of saying no
- Demonstrate how to say no



Time Management

Why is time management so important?



Time Management

Why is time management so important?

Time management skills are essential as it helps us use our time effectively and wisely. It allows us to be more productive and focused.



Benefits of Time Management

- *Less stress or anxiety*
- *Increased focus*
- *Higher levels of productivity*
- *More free time*





How long is a
minute?

Activity: One Minute

- Close your eyes and look down. No counting out loud, no clocks.
- Stand up the moment you think exactly one minute has passed.
- We'll watch the spread — most people are off by 15–20 seconds.
- Debrief: if we can't feel a minute, how well do we really track a whole workday?

Time Management Skills



Make A Plan

Develop a strategy to stay on task long-term and keep everything organized



Avoid Perfection

Let go of perfection and give it your best



Time Management Skills



Practice Decision Making

Prioritize critical tasks and decide which to do first. Do it one step at a time!

Set SMART Goals

Set specific, measurable, achievable, realistic, and timely goals



Activity: Sort the Pile

- Take the 8 real work tasks on the handout.
- Drop each into one box: Urgent + Important, Important / Not Urgent, Urgent / Not Important, Neither.
- Pair up and defend two of your placements.
- Takeaway: the win isn't clearing the urgent box — it's growing the Important / Not Urgent one.

Time Management Skills



Be Mindful of Procrastination

Know when it happens and how to avoid it!



Learn to Set Boundaries

Get comfortable saying "no".



Time Management Skills



Minimize Distractions

Remove distractions from your surroundings
Remove yourself from distractions



Avoid Multi-Tasking

Multitasking hampers productivity



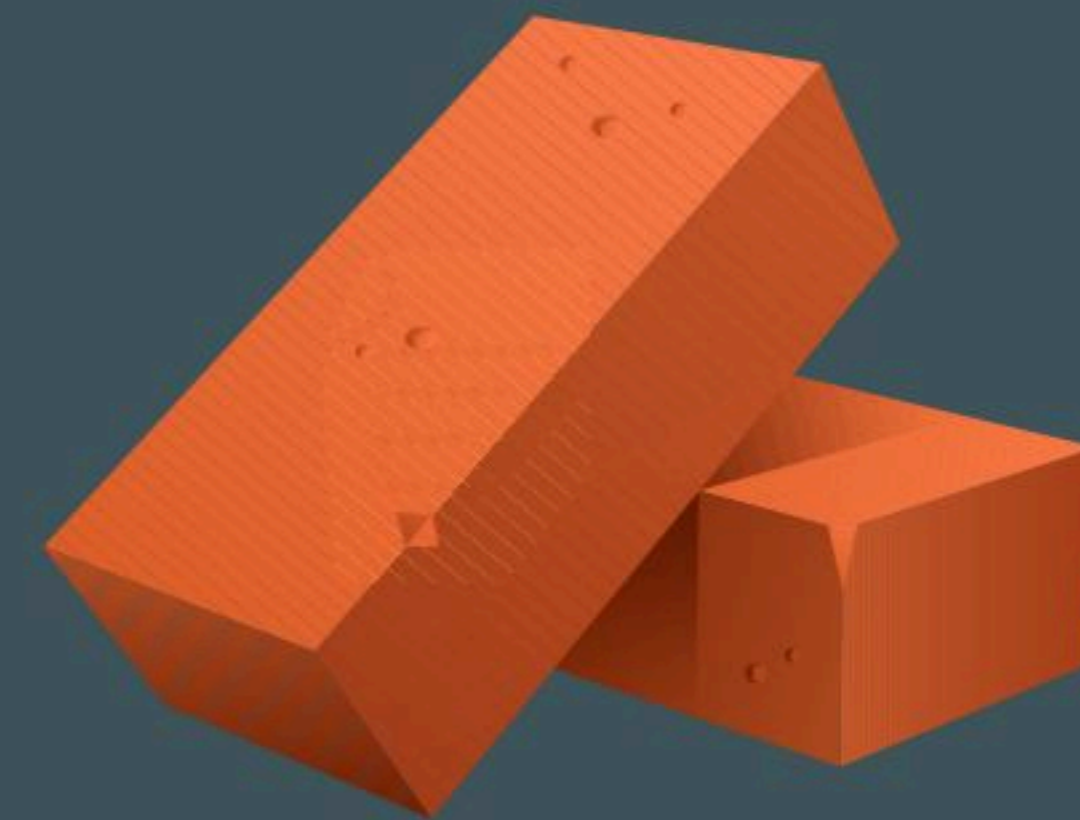
Time Management Skills



Pomodoro Technique

- 25 minute focus (1 pomodoro)
- 5 minute break
- Every 4 pomodoros take a 15-30 minute break

Helps your brain stay focused without getting burned out.



Build Habits

Find what works for you and stick to it!



Activity: One Pomodoro

- Pick one real task you brought with you today.
- We run a single 5-minute focus sprint right now — phones face-down, one task only.
- Timer starts on my mark.
- Debrief: what did 5 uninterrupted minutes feel like? Where do your interruptions usually come from?



Time Wasters



Activity: Where Did It Go?

- Map your last full workday in rough time blocks.
- Circle the time that leaked — scrolling, low-value meetings, task-switching.
- Pick ONE leak to cut this week.
- Takeaway: you can't manage what you haven't measured.



No.

Saying no is a great thing but sometimes, it is difficult to say because we want to avoid conflict.

How to say no?

- 1. No
- 1. Thanks
- 1. Explain (Optional)
- 1. Offer Alternative

"Be clear with your no, so that nobody is left wondering what you are trying to say."

Activity: Practice the No

- Scenario: a colleague asks you to take on work you don't have capacity for.
- In pairs — one asks, one declines using: No → Thanks → (Explain) → Offer an alternative.
- Swap roles. Keep it warm, keep it clear.
- Debrief: which part felt hardest? Clear beats apologetic every time.

When to say no?



- Will saying yes prevent me from focusing on something that's more important?
- Does this potential project, opportunity, or activity align with my values, beliefs, and goals?
- What are my core values, beliefs, and current goals?
- Will saying yes make me even more tired or burnt out?

When to say no?

- Will saying yes be good for my mental health? Or will it worsen my symptoms?
- In the past, when I said yes did I end up regretting it?



YES
 NO
 MAYBE



My sign is NO



Summary



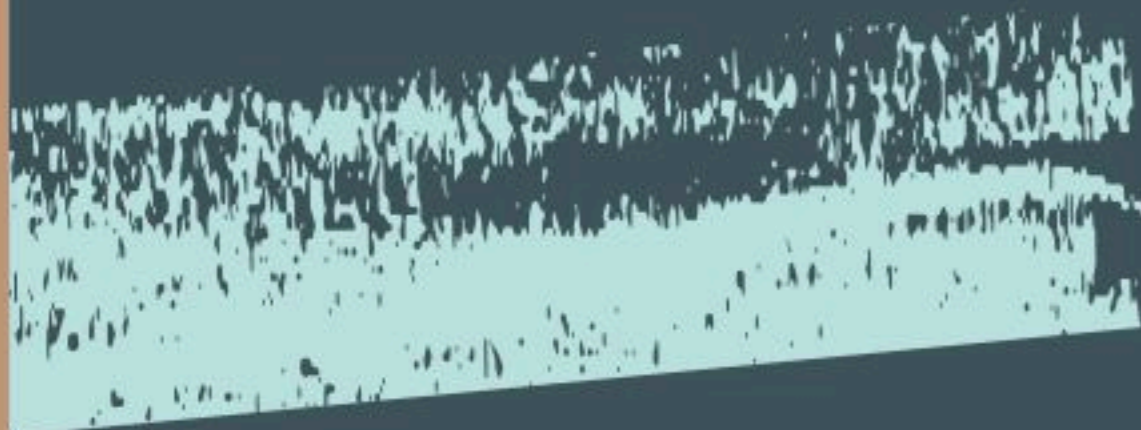
Importance and
Benefits of Time
Management



Saying NO!



Time Management Skills!



Before You Go

- Write down *ONE* technique from today you'll try this week.
- Make it specific: which technique, and when and where you'll use it.
- Tell the person next to you — saying it out loud makes it stick.
- That's your commitment. Check yourself on it next week.



Thank you!

