

Time Management Skills Checklist

Your Ultimate Guide to Productivity & Success



Why Time Management is a Game-Changer for Students

- ✓ Improves academic performance by 20%
(APA study)
 - ✓ Reduces stress and anxiety
 - ✓ Helps maintain study-life balance
 - ✓ Builds discipline & confidence

20% Higher Performance



Your Time Management Skills Checklist

Core Skills	Supporting Habits
<input checked="" type="checkbox"/> Prioritize tasks (use Eisenhower Matrix)	<input checked="" type="checkbox"/> Keep a distraction-free environment
<input checked="" type="checkbox"/> Set realistic goals (SMART goals)	<input checked="" type="checkbox"/> Sleep 7-8 hours daily
<input checked="" type="checkbox"/> Create a daily schedule	<input checked="" type="checkbox"/> Plan for breaks
<input checked="" type="checkbox"/> Use Pomodoro technique (50/10 rule)	<input checked="" type="checkbox"/> Review your progress weekly
<input checked="" type="checkbox"/> Avoid multitasking	<input checked="" type="checkbox"/> Use digital tools (Notion, Todoist, Google Calendar)

Advanced Time Management Hacks

- ✓ Batch similar tasks
- ✓ Time-block your calendar
- ✓ Delegate where possible
- ✓ Apply Parkinson's Law (Work expands to fill the time available)

"Don't count the hours. Make the hours count."

**"Time is your greatest resource.
Manage it wisely, and success
follows."**

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