## Time Management Skills Checklist

Your Ultimate Guide to Productivity & Success



# Why Time Management is a Game-Changer for Students

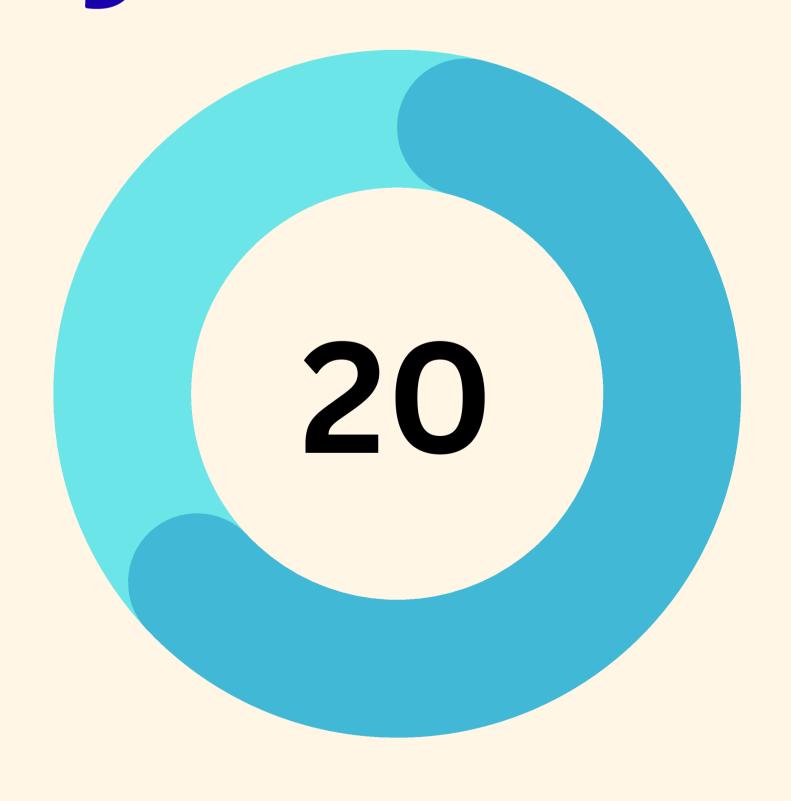
✓ Improves academic performance by 20% (APA study)

Reduces stress and anxiety

Helps maintain study-life balance

Builds discipline & confidence

#### 20% Higher Performance



## Your Time Management Skills Checklist

Core Skills	Supporting Habits
Prioritize tasks (use Eisenhower Matrix)	✓ Keep a distraction-free environment
Set realistic goals (SMART goals)	✓ Sleep 7-8 hours daily
Create a daily schedule	✓ Plan for breaks
Use Pomodoro technique (50/10 rule)	Review your progress weekly
Avoid multitasking	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."

