



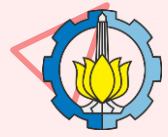
# Be Wise With Your Time

Secret Life Hacks to manage your time wisely as a college student



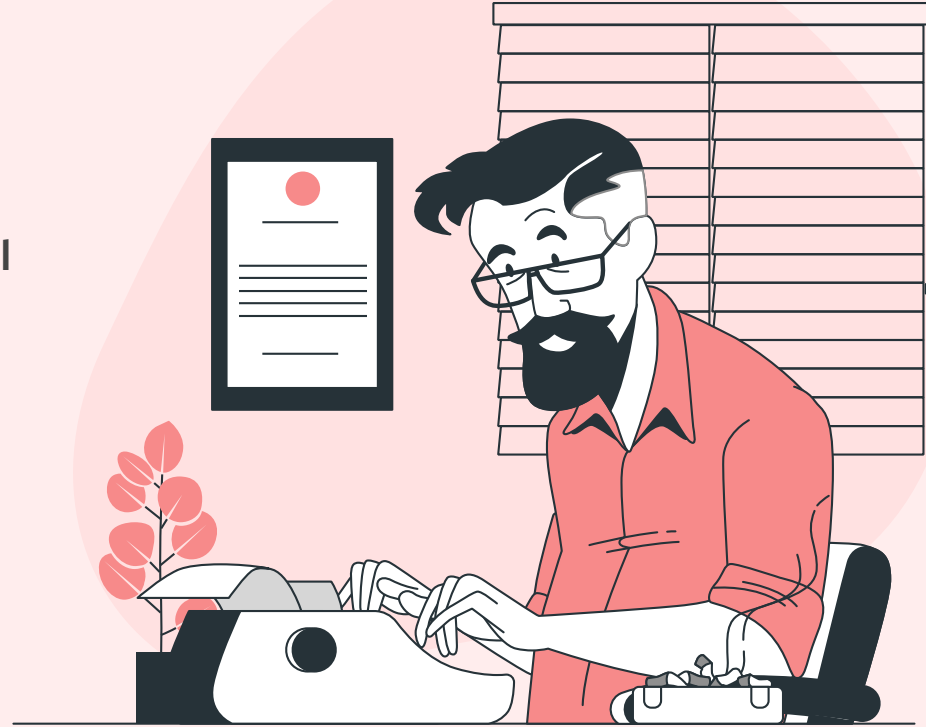
VALINA KHIARIN NISA, S.PSI., M.SC





“Time is a finite resource. By planning ahead and using your time wisely, you’ll be able to accomplish more and enjoy added free time.”

—Purdue Global



# Identify Time- Wasters and Set Goals

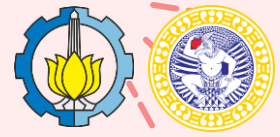




# Questions:

- Are you spending too much time checking social media?
- Are you prone to texting and answering personal phone calls while studying?
- Do you find that a lot of time has passed while you aimlessly browse the web?



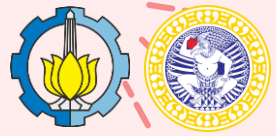


# Plan Ahead by Creating a To-Do List



- Weekly, Monthly, And Annual Plans → **SMART** (Specific, Measurable, Attainable, Relevant, Time-Based)
- **Creative VS Focus** → Decide your activities





# Tackle Small Tasks to Start

get overwhelmed → ANXIETY → Procrastination

Miss the Deadline

Simpler/Easiest → Larger/Hardest





# Only Do One Thing at a Time

- What are your most common distractions?
- Can you turn off the devices or applications?
- Collaboration between Discipline and Practice





# Establish Routines

**Find your Perfect Time**  
Is your home quietest in the early morning?



**Strict to the Plan**  
Try to make a weekly plan at first, additional activities should not ruin the previous plan



# Use Breaks wisely

work in 25-minute sprints, broken up by 5-minute breaks  
away from your workspace

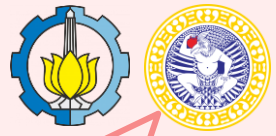




# Take Time Off



- 01** | It's important to take time for yourself
- 02** | time away from screens or textbooks
- 03** | Meditation/self-care: *can take place anywhere you can find a few minutes of quiet.*



# Learn to Delegate

## Family Support System

you can ask them to help out more around the house while you continue your education

## Ask A Friend

It's fine if you need some help from your friends. (T&C)



## Mindful Obligation

*Resist the urge to do it all.*

## Share tasks fairly

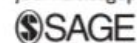
We only human, not superman. Helping each other is a must!



**everyone has to find their own way of managing their time – but no matter how you approach it, having a time management plan is essential to your overall success and, dare I say it, your happiness.**

# Impact of Time Management Behaviors on Undergraduate Engineering Students' Performance

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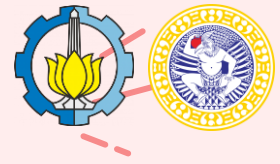
Richelle V. Adams<sup>1</sup>  and Erik Blair<sup>2</sup>

## Abstract

Effective time management is associated with greater academic performance and lower levels of anxiety in students; however many students find it hard to find a balance between their studies and their day-to-day lives. This article examines the self-reported time management behaviors of undergraduate engineering students using the Time Management Behavior Scale. Correlation analysis, regression analysis, and model reduction are used to attempt to determine which aspects of time management the students practiced, which time management behaviors were more strongly associated with higher grades within the program, and whether or not those students who self-identified with specific time management behaviors achieved better grades in the program. It was found that students' perceived control of time was the factor that correlated significantly with cumulative grade point average. On average, it was found that time management behaviors were not significantly different across gender, age, entry qualification, and time already spent in the program.

## Keywords

time management, undergraduate engineering education, perceived control of time, regression analysis



# Thanks!

Do you have any questions?  
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