

STUDENT SUCCESS CENTER

*Your gate towards assimilation
and transformation*



جامعة عجمان
AJMAN UNIVERSITY

Time management skills

Purpose of the event: To provide tips and strategies on how to plan, manage time, and prioritize tasks. Poor time management is one of the most crucial skills that helps in achieving tasks and attaining positive outcomes. Students need to master this skill and use it to maximize their chances of success.

Main facilitator:

Dr. Nadir Kheir, College of Pharmacy



Time management

- Management of time is just a title, we can't really stop time, manage, or change it
- By time management, we actually mean managing ourselves and what we decide to do with our time
- Before we bend to the tips, there is something we need to keep in our minds: we all have the same amount of time we need if we want to accomplish more

Why should we try and master the art of time management :

- By managing our time correctly, we can do a lot more in a shorter period of time
- It will help us achieve what we want such as our goals, better and faster
- you will feel more relaxed
- you won't miss deadlines and will always be on time
- it will create more free time, which means more opportunities

<https://www.appointmentplus.com/blog/why-time-management-is-important/#content>

<https://clockify.me/blog/productivity/importance-time-management/>

<https://timemanagementninja.com/2013/10/the-top-10-life-benefits-of-time-management/>

Why should we try and master the art of time management

- Improved quality of life
- Healthier life style
- Waste less time
- Better work flow
- Professionalism

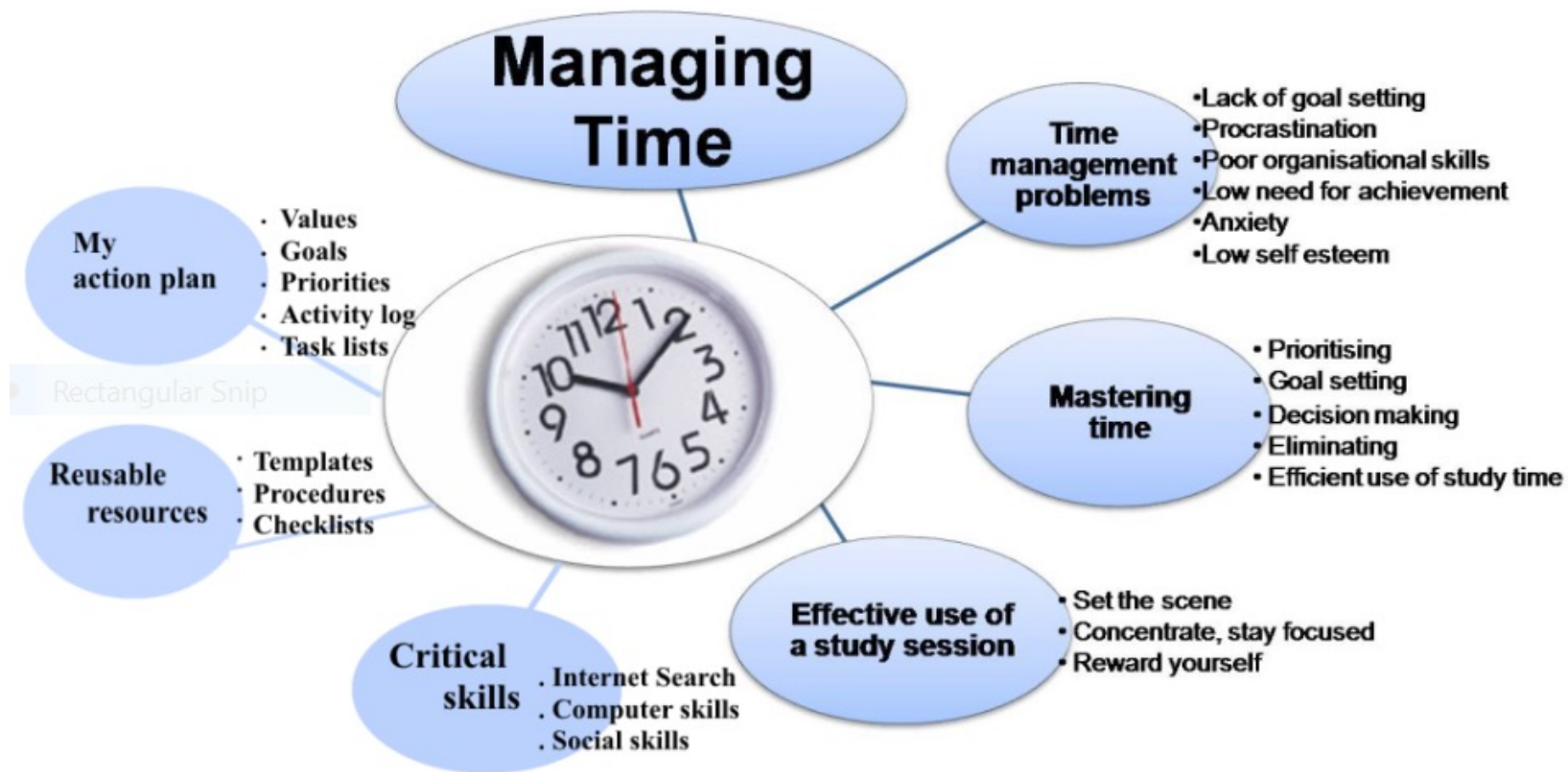
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Tips tips that will help you thrive, not only survive

- Setting the goals and objectives with clear deadlines: knowing your purpose will make the process of planning much easier since it makes the bigger picture much clearer and keep you away from cramming.
- Change your mindset: changing the way you value your time and the things you need to achieve
- Planning ahead: always ask yourself: “what and when is my first step toward achieving a task
- Using a calendar is the best way to plan and track your time in a way that will keep you alerted about the things you should get done with



DR. Nadir's CURRENT Time Crunch



Write the PV Final

Examine a PhD Thesis

Writing the MM-CC Final

Writing the Intro to Pharmacy Final

Revise a Masters Thesis- due in Nov 2019

Grading the PV Mid Term

Apply for an Admin Assist for the SSC

Writing the SSC Report

Assess an OSCE station

Grading the MM-CC Mid Term

Tips tips that will help you thrive, not only survive

- Rather than settling a “To do list”, make a “What I did list” also
- “To do lists” help you rack what needs to be done
- “What I did lists” allows you to look at the things you achieved which will motivate you to achieve more and more
- Set your priorities right: urgent important tasks need to be always done first and not delayed over other important but not urgent tasks
- Efficiency over quantity: the number of hours you study doesn't matter as much as the outcome you achieve
- Being efficient means working in a way that will help you do more in less time

Tips tips that will help you thrive, not only survive

- Focus on one task instead of multitasking: this will keep you focused on details and fasten your rate in completing tasks one after another instead of stressing over many tasks and failing at achieving them
- Stay away from anything that can distract you and create a work space that will keep will your focus on what you're doing. Trust me you will be surprised with the outcomes
- Take breaks following the “Pomodoro” technique in which you work for 30 minutes then a 10 minutes break in repeated cycles until you finish your task
- Learn how you do the things mentioned previously and let the power of habit does its magic

What comes with poor time management

- Procrastination, we will wait till the last moment to do something
- If you can't manage your time correctly, you will start to fall behind on studies and your grades will decrease
- Lack of sleep
- Unhealthy diets, can't have meals on time
- Rushing through everything

<https://magoosh.com/blog/what-are-the-effects-of-poor-time-management/>

<https://www.zandax.com/blog/the-effects-of-poor-time-management>

<https://www.coachingpositiveperformance.com/11-symptoms-poor-time-management/>

Small Group Exercise

In small 'moderated' groups:

1. Discuss personal challenges with time management
2. Identify the most important 3 challenges that your group agree about
3. Identify the most important 3 exam preparation strategies that would work
4. Share these with the large group when you called to do so