



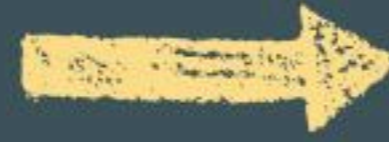
# Time is gold



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



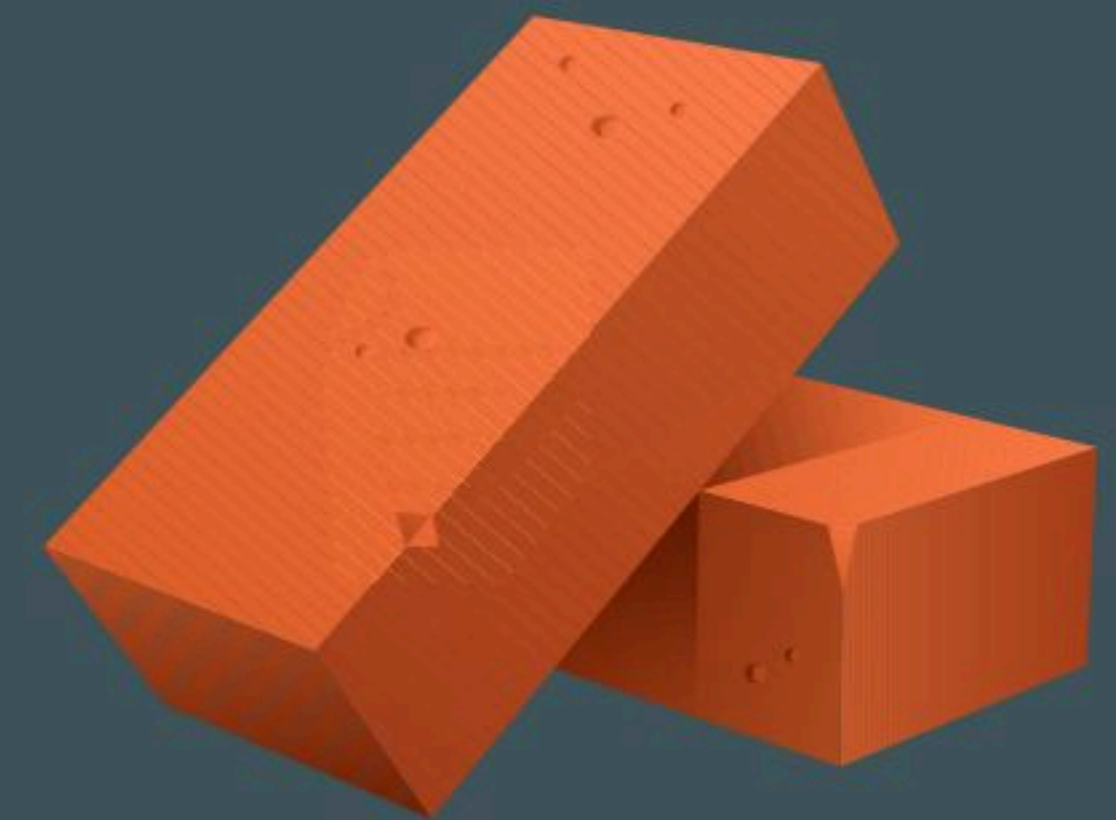
# Time Management Skills



## 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



**NO**



My sign is NO



# Summary



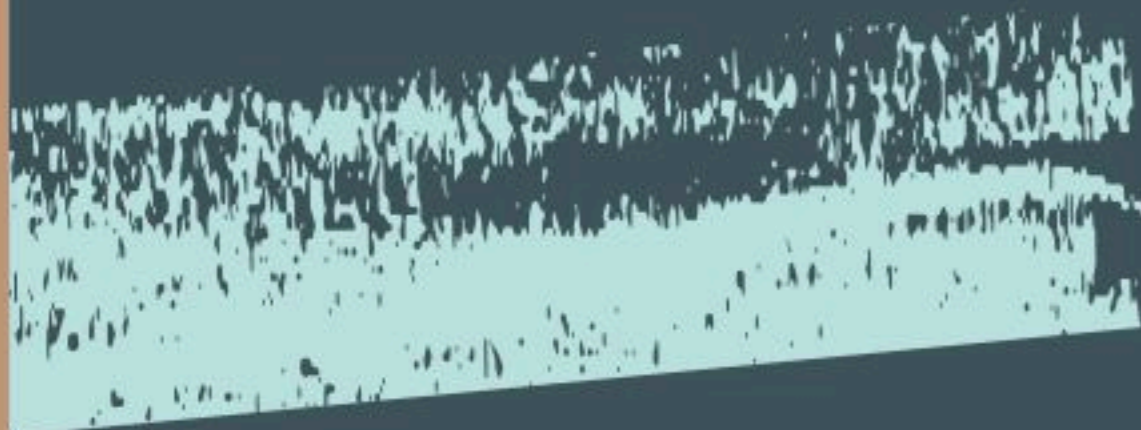
Importance and  
Benefits of Time  
Management



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!

