

### Session 1-2: Introduction to Time Management\*

- ❖ Understanding the Importance of Time Management
- ❖ Assessing Current Time Management Habits
- ❖ Identifying Goals and Priorities
- ❖ Introduction to Time Management Tools and Techniques
- ❖ Overcoming Common Time Management Challenges

### Session 3-4: Goal Setting and Planning

- ❖ Setting SMART Goals for Academic and Personal Success
- ❖ Breaking Goals into Manageable Tasks and Milestones
- ❖ Creating Action Plans and To-Do Lists
- ❖ Prioritizing Tasks Based on Importance and Urgency
- ❖ Using Time Blocking and Scheduling Techniques

### Session 5-6: Managing Distractions and Interruptions

- ❖ Identifying Common Sources of Distraction
- ❖ Implementing Strategies to Minimize Distractions
- ❖ Setting Boundaries and Establishing Focus Zones
- ❖ Managing Digital Distractions (Social Media, Emails, etc.)
- ❖ Handling Unexpected Interruptions Effectively

### Session 7-8: Effective Time Management Strategies

- ❖ Understanding the 80/20 Rule (Pareto Principle)
- ❖ Using the Eisenhower Matrix for Decision Making
- ❖ Applying the Commodore Technique for Time Blocking
- ❖ Implementing the Getting Things Done (GTD) Method
- ❖ Adopting the Two-Minute Rule for Quick Tasks

### Session 9-10: Prioritization and Time Allocation\*

- ❖ Assessing Task Importance and Impact
- ❖ Differentiating Between Urgent and Important Tasks
- ❖ Allocating Time Proportionately to Different Tasks
- ❖ Balancing Academic, Work, and Personal Commitments
- ❖ Incorporating Self-care and Relaxation into the Schedule

### Session 11-12: Setting Boundaries and Saying No\*

- ❖ Establishing Personal and Professional Boundaries
- ❖ Assertively Communicating Priorities and Limitations
- ❖ Learning to Delegate Tasks and Responsibilities
- ❖ Saying No to Unnecessary Commitments and Requests
- ❖ Recognizing the Value of Time and Energy Conservation

### Session 13-14: Effective Communication and Collaboration

- ❖ Communicating Expectations and Deadlines Clearly
- ❖ Using Collaboration Tools for Group Projects and Assignments
- ❖ Setting Mutual Agreements and Accountability Systems
- ❖ Respecting Others' Time and Commitments
- ❖ Resolving Conflicts and Negotiating Deadlines Diplomatically

### Session 15-16: Stress Management and Work-Life Balance

- ❖ Recognizing Signs of Burnout and Overwhelm
- ❖ Implementing Stress Reduction Techniques (Mindfulness, Exercise, etc.)
- ❖ Practicing Work-Life Integration for Holistic Well-being
- ❖ Setting Realistic Expectations and Accepting Imperfection
- ❖ Cultivating Hobbies and Activities Outside of Academics

### Session 17-18: Flexibility and Adaptability

- ❖ Embracing Flexibility in Time Management Plans
- ❖ Anticipating and Responding to Changes in Schedules
- ❖ Adjusting Priorities Based on Changing Circumstances
- ❖ Learning from Setbacks and Adjusting Strategies Accordingly
- ❖ Building Resilience in the Face of Unexpected Challenges

### Session 19-20: Technology and Time Management

- ❖ Leveraging Technology for Efficient Time Management
- ❖ Exploring Time Management Apps and Software
- ❖ Setting up Digital Calendars and Reminders
- ❖ Using Task Management Tools for Organization
- ❖ Establishing Healthy Digital Boundaries and Detox Strategies

### Session 21-22: Reflection and Continuous Improvement

- ❖ Reflecting on Time Management Practices and Outcomes
- ❖ Evaluating the Effectiveness of Time Management Strategies
- ❖ Seeking Feedback and Advice for Improvement
- ❖ Setting New Goals and Adjusting Time Management Plans
- ❖ Committing to Lifelong Learning and Growth

### Session 23-24: Application and Integration

- ❖ Applying Time Management Skills to Academic Projects and Deadlines
- ❖ Implementing Time Management Strategies in Work and Personal Life
- ❖ Monitoring Progress and Making Adjustments as Needed
- ❖ Celebrating Achievements and Milestones
- ❖ Developing a Sustainable and Balanced Approach to Time Management