



# **Time Management & Study Planning**

## **Padhai 365**

**Learning Today, Leading Tomorrow**

# Time Management

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## Why?

- Why we feel or have shortage of time?
- How Much time actually we have?
- How much our time is precious?

Previously Life was simple but Now it became Complex.

Often invention tries to make life easier but still we find shortage of time...

# Time Management

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## How?

1. Maintain Log Book
2. Set Goal and Deadline
3. Prioritise Task
4. Use Time During Travelling
5. Find Prime Time
6. Make yourself Managed and Disciplined
7. Make Time Table and Strictly Follow it.
8. Know and Find Things which kill your time
9. Avoid Laziness and things that distracts time.
10. Avoid Bad habits and Enjoy Healthy Life Style.

# Study Planning

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## How?

1. Establish short-term and long-term goals for studying.
2. List all the subjects you need to study.
3. Figure out what you need to do for each subject or exam.
4. Prioritize your list.
5. Divide your available time during the week into study blocks.
6. Reserve time for non-academic activities.

# Study Planning

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## How?

1. PLAN A SCHEDULE OF BALANCED ACTIVITIES.
2. PLAN ENOUGH TIME FOR STUDYING EACH SUBJECT.
3. STUDY AT A SET TIME AND IN A CONSISTENT PLACE.
4. STUDY AS SOON AFTER YOUR CLASS AS POSSIBLE.
5. UTILIZE ODD HOURS DURING THE DAY FOR STUDYING.
6. LIMIT YOUR STUDY TIME TO NO MORE THAN 2 HOURS ON ANY ONE COURSE AT ONE TIME
7. TRADE TIME --- --- --- DON'T STEAL IT.
8. PROVIDE FOR SPACED REVIEW.
9. REVIEW, REVIEW, RECITE, RECITE.
10. KEEP CAREFULLY ORGANIZED NOTES ON BOTH LECTURES AND ASSIGNMENTS.
11. LEAVE SOME UNSCHEDULED TIME FOR FLEXIBILITY.

THAKS