

Time Management Guide



**East
European
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What Is Time Management?

Time management is the ability to plan, organize, and control how you spend your time in order to work more efficiently and effectively. Good time management helps reduce stress, improve productivity, and create a healthy balance between study, work, and personal life.

Why Is Time Management Important?

Effective time management helps you:

- Meet deadlines
- Reduce procrastination
- Improve academic or work performance
- Lower stress and anxiety
- Increase focus and concentration
- Maintain work–life balance
- Achieve personal and professional goals

Key Principles of Time Management

1. Set Clear Goals

Use SMART goals:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-bound

Example:

Instead of saying “*I will study more,*” say:

“*I will study Educational Research Methods for 2 hours every evening this week.*”

2. Prioritize Tasks

Not all tasks are equally important.

Use the **Eisenhower Matrix**:

Urgent

Not Urgent

Important → Do immediately Important → Schedule

Not Important → Delegate Not Important → Eliminate

3. Create a Schedule

Plan your day or week using:

- Calendars
- To-do lists
- Digital planners
- Time-blocking techniques

Tip: Allocate specific time for:

- studying/work,
- breaks,
- meetings,
- exercise,
- rest.

4. Avoid Procrastination

Common causes:

- fear of failure,
- lack of motivation,
- distractions,
- perfectionism.

Strategies:

- Break large tasks into smaller steps
- Use deadlines
- Start with the hardest task first
- Apply the “5-minute rule” — begin for just five minutes

5. Use Time Management Techniques

Pomodoro Technique

- Work for 25 minutes
- Take a 5-minute break
- After 4 cycles, take a longer break

Time Blocking

Assign specific blocks of time for different activities.

80/20 Rule (Pareto Principle)

80% of results often come from 20% of efforts.

Tips for Better Time Management

- ✓ Set daily priorities
- ✓ Learn to say “no” when necessary - You most likely got into your graduate program because of your motivation to multitask and ability to follow through on a job to completion. You may be dependable, hardworking, intelligent, and have strong determination. In graduate school, you have so many opportunities to make contributions. Learn to turn down certain opportunities in order to perform well on the tasks most important to you and your long term goals.
- ✓ Keep your workspace organized
- ✓ Take regular breaks
- ✓ Get enough sleep
- ✓ Review your progress weekly
- ✓ Reward yourself after completing tasks

References

Time Management Tips for Graduate Students.

<http://gradschool.about.com/cs/timemanagement/a/tme.htm> Work Smarter, Not Harder: Time Management for Graduate Students. <https://www.ncsu.edu/grad/preparing-future-leaders/career-skills/docs/TimeManagement.pdf>