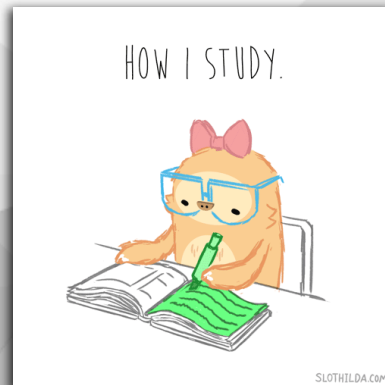# Chapter two: Time management

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Table of contents

▌ Time Management

1. Introduction

⚗ *Simulation* :

study skills L1 (see res.pdf)

Have you ever felt that you are always behind the schedule and you cannot catch up to do all the tasks? Or do you think that you do not have enough time to do necessary tasks like studying?

✎ *Note* :

Seneca has said that "*It is not that we have a short space of time but that we waste much of it*".

⊕ *Extra* :

If you are answering yes to the above questions, then it means that you are not aware of your time frame and how you can manage it. Students often struggle to find time to revise and study independently. That is mainly because they have a full timetable. When they are free, they tend to waste it doing unnecessary tasks such as spending hours on social media, playing video games, watching movies and TV shows, or just sleeping. That is why students need to take control of their time and develop skills that help them manage their time and beat *procrastination* [p.10].

♀ *Fundamental* :

At the end of this chapter, students will be able:

- To know the importance of time management.

- Analyse their timetable.

- Set short-term and long-term goals

- Employ prioritization.

- and finally produce a new timetable according to the acquired techniques.

2. Time management techniques

:

Now that students know that their issue is time management. Students need to learn some skills and tips. Indeed, there have been many suggestions concerning the best method to use to manage time properly.

♀ *Fundamental* :

Accordingly, students need to know first that they own their own time as they have total control over it. What they need to do is also look at their timetable table and select the free time they have. Therefore, we can start with the most crucial steps that are highly recommended, which consist of: setting goals, prioritizing, planning, and organizing.

:

Re-order the following words

1. prioritising prioritizing

2. setting goals

3. Planning and Organizing

Answer: ___   ___   ___

2.1. Setting goals

⚗ *Definition* :

Setting goals and having objectives in mind to attain them is very important in life. Students need to know what they want to achieve at the end of the day or the year. Accordingly, there are two *types of goals**Types of goals* p.11: long-term and short-term goals. Long term goals are the goals you want to attain in one year, two years or more, such as getting your degree or succeeding in exams, whereas, short-term goals can be just goals that you want to achieve in one hour, by the end of the day, or by the end of the week, like revising a module, or writing an essay.

💬 *Advice* :

Undeniably, both types are vital, but the short-term goals are the ones that need to be accentuated as they are done daily. Accordingly, one of the major tips in time management is to avoid *multitasking* p.10, students need to highlight daily tasks instead. When you highlight a task and say to yourself that it has to be done by the end of the day, you will feel satisfied when completing it. However, planning for several tasks on the same day and time is over-crowding your brain, which leads to burnout, you cannot complete the tasks, and thus feel bad about it. Multi-tasking is overwhelming for students, and this is what generally happens in the revision of exams. On the other hand, doing one important task in a day, daily, makes you feel better and perform well in exams.

:

revising for a module.

O   Long-term goal.

O   Short-term goal

:

getting a good grade.

O   Long-term goal

O   Short-term goal

:

Reading a book.

O   Long-term goal

O   Short-term goal

:

Writing a doctoral thesis

O   Long-term goal

O   Short-term goal

2.2. Prioritising

💡 *Fundamental* :

Prioritization is extremely crucial to achieve tasks. For instance, students need to look at the big picture and set the tasks that need to be done before, and the tasks that can wait for another time. To do that, different ways can help you draw your priorities, but the most known method is the Eisenhower Matrix (*see picture below*^{Eisenhower} *matrix* p.12)
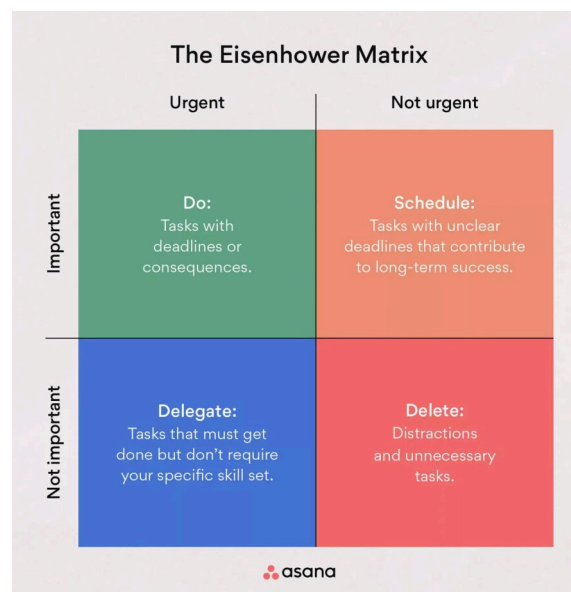
The Eisenhower Matrix

🔑 *Definition* :

Using this matrix, students can set the tasks that are important, urgent, not important, or not urgent. Eisenhower thinks that tasks can be either urgent and important, not urgent but important, Urgent but not important, or not urgent and not important.

- *Urgent and important*: tasks that ought to be done immediately and are of necessity such as tasks with deadlines or consequences (projects with a due date, preparing for exams or responding to emails).

- *Not urgent but important*: tasks that can wait but need to be done because they are crucial, such as tasks with unclear deadlines that contribute to long-term goals (daily revisions, writing essays, reading). These tasks need to be scheduled.

- *Urgent but not important*: tasks that must be done but do not require your specific skill set, such as answering unnecessary phone calls, copying lessons, and printing handouts. These tasks may be urgent, but you do not have to do them yourself as you can delegate them to other persons to save time.

- **Not urgent and not important**: These tasks are responsible for wasting time, as they can be completely deleted or at least reduced to a minimum from the calendar, such as: spending hours on social media, watching movies and TV shows, playing video games, and sleeping.

:

Match each situation or task with the appropriate label.

Attending a birthday party

Attending lectures

scrolling on the phone

Reading a book

Urgent and important	Urgent but not important	Not urgent, but important	Not urgent, and not important

2.3. Planning and Organising

:
(see time management tips)

Now that students have set some goals and priorities. They need an action plan or a blueprint to make it happen. They need to put a schedule and decide which task should be done first, where, and when.

⚙ *Method* :

To do this, students can develop a calendar and write their plan each day, or they can have a diary or planner where they write everything they are going to do. They can plan their week ahead and try to stick to the plan to get things done. They should carry their plan everywhere to check and remind themselves of their schedule. Indeed, the plan should be realistic and measurable. For instance, breaks need to be included as well.

💬 *Advice* :

A break is essential while studying as the brain needs refreshment. Students can take 5 to 30 min break and get a sip of water, listen to music, or have a walk, which helps the circulation of the body as well.

➕ *Extra* :

Additionally, choosing the right time of study is also important. Some people prefer to study at night, and some to study in the mornings or the middle of the day. So, students should choose the time when they are more alert and able to be more productive. Choosing the right time should also focus on avoiding any distractions or interruptions.

✎ **Note :**

Research done at the University of California has found that it can take over 23 min to refocus after an unplanned interruption just to get back to the flow. For instance, some prefer to study at night because everyone is asleep and no one is bothering them, while others find it difficult to be productive at night and are fresh early in *the morning.*^{night vs day} p.12

study time
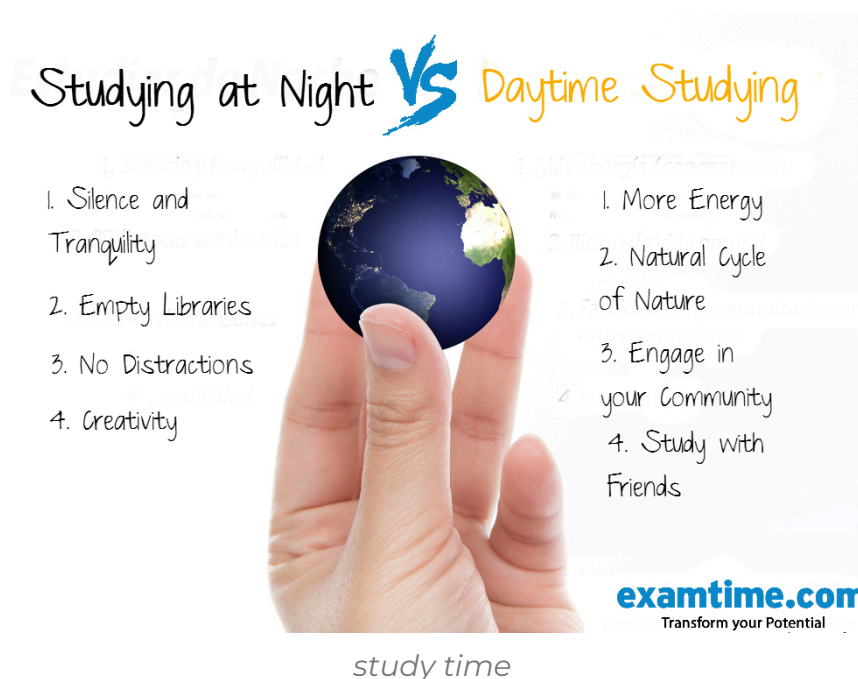
⊕ **Extra :**

Moreover, organizing your papers, books, files, and tidying up the space of study by eliminating any kind of distractions is essential to set a study atmosphere. This can help students focus more and not waste time searching for something.

🔔 **Reminder :**

Eventually, after completing a task, reward yourself. It can be as simple as a cookie, listening to music, or anything that makes you chill out after the hard work.

(see 10 tips for an effective time management)

:

Fill-in the gaps

To have a -----------time management, students need to go through some ---------. First, they need to -------goals. Second, they need to --------their tasks. Finally, they should --------and organize.
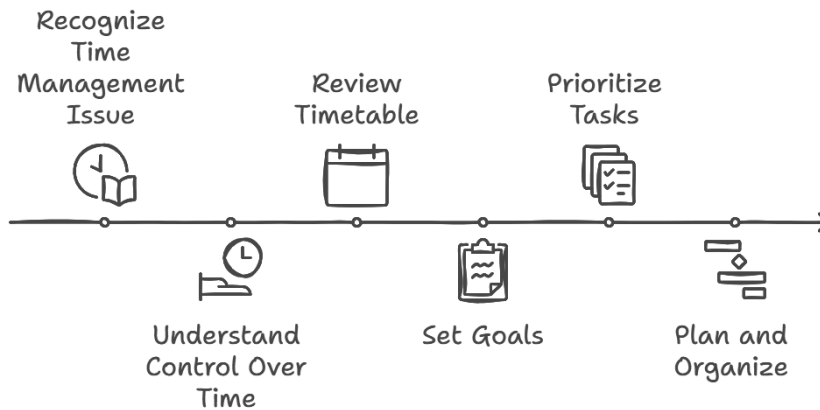
3. Quiz: Making a study timetable

Timetable

Look at your timetable, and select your free time hours of studies depending on your most productive time. Label those hours with the name of the module, or the task you are going to undertake.

4. Conclusion

⚲ *Definition* :

To sum up, time management is a way of organizing time so that one can benefit from every second and minute and be efficient in life. For students, managing time can help them avoid procrastination, be more productive and successful, and become responsible and independent individuals. It is indeed not an easy task to follow the plan, but self-discipline is the core of this whole process.

Effective Time Management for Students

Recognize
Time
Management
Issue

Review
Timetable

Prioritize
Tasks

Understand
Control Over
Time

Set Goals

Plan and
Organize

steps for an effective time-management

(see video.mp4)

5. Assessment of Lecture 2

5.1. Quiz

Fill-in the gaps

To have a -----------time management, students need to go through some ---------. First, they need to -------goals. Second, they need to --------their tasks. Finally, they should --------and organize.

5.2. Quiz

Re-order the following words

1. Planning and Organizing

2. prioritising prioritizing

3. setting goals

Answer: ____ ____ ____

5.3. Quiz

Obtaining a scholarship Graduation Attending lectures Finding a job

Revising for exams Setting a timetable Reading a book

Becoming fluent in the English language

Short-term goals	Long-term goals

5.4. Quiz: Prioritization using the matrix of Eisenhower

Prioritization

Consider the matrix of Eisenhower, and try to think about the modules that you think are a priority to study, and which module you think you can leave for later on. Take into consideration your strengths and weaknesses. In addition to this, think about some tasks you need to prioritize like doing sport, family reunions, socializing...

Glossary

Multitasking

 doing different tasks at the same time

Procrastination

 delaying things or a work to a later time

Bibliography

[Types of goals] Cotrell, S. (2019). The Study Skills Handbook. Red Globe Press: London.

Web bibliography

[Eisenhower matrix] https://asana.com/resources/eisenhower-matrix
[night vs day] https://www.artofimprovement.co.uk/

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