

## Effective Time Management Skills.

Time management is the process of consciously planning and controlling the amount of time spent on specific activities to increase efficiency and productivity. Time management involves setting goals, prioritizing tasks, and organizing your time in a way that allows you to achieve your objectives while maintaining a healthy work-life balance for either student and lecturers.



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The effective time management requires a combination of skills, that is awareness, arrangement, and adaptation. Awareness involves thinking realistically about your time and understanding that it is a limited resource. Arrangement involves designing and organizing your goals, plans, schedules, and tasks to make effective use of your time. Adaptation involves monitoring your use of time while performing activities and adjusting to interruptions or changing priorities.

To manage your time effectively, you need to set a clear goal. As a student, you need to identify what you want to achieve and break it into smaller, a manageable task. Next, avoid distractions. As a students, you need to minimize interruptions and distractions by creating a conducive work or study environment and setting boundaries with others. Prioritize tasks also one of effective time management skills by determine which tasks are more important and focus on those first.



By implement these skills to your routine as a student, your ability to manage your time effectively will improve and you can reduce stress and achieve your goals. This also can help you feel more energized, focused, and better able to handle the challenges of daily life.

