

# SELF-MANAGEMENT SKILLS

Class X , Ch-2 Self- Management Skills:II( IT  
#402)

Session 5: Self-regulation — Time  
Management

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## Learning outcome of this Session

After completing this session, you will be able to

- define time management.
- list the steps for managing time effectively.
- create a to-do list of various activities that you need to do in a day (in order of priority).

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## Session 5: Self-regulation — Time Management

**Q1. What is time management and how can you manage your time?**

**Ans:** Time management is the ability to plan and control how you spend the hours of your day well and do all that you want to do. An example of good time management skills would be when you decide to finish your homework immediately after school so you have time to watch TV later in the evening.

**Q2. How can tracking your time help you?**

**Ans: Track :** We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities

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# Session 5: Self-regulation — Time Management

## Q3 Four Steps for Effective Time Management

### Four Steps for Effective Time Management

#### Step 1



#### Organise

- We plan our day-to-day activities.
- We make a timetable that we follow.
- We keep our surroundings and study table clean and mess free.
- We put things back where they belong.
- It helps us save time!

#### Step 2



#### Prioritise

- We make a to-do list that has all our activities and we rank them in the order of importance. For example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.

#### Step 3



#### Control

- We have a control over our activities and time.
- We avoid time wasters like chatting on the phone, surfing gossip sites, etc., and focus on more important things.

#### Step 4



#### Track

- We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time wasting activities.

## Session 5: Self-regulation — Time Management

### Q3 Four Steps for Effective Time Management

#### Ans: Step 1 : Organised

- We plan our day to- day activities.
- We make a timetable that we follow.
- We keep our surroundings and study table clean and mess free.
- We put things back where they belong.
- It helps us save time!

#### Step 2 : Priorities

• We make a to-do list that has all our activities and we rank them in the order of importance. For example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.

#### Step 3 Control:

• We have a control over our activities and time.

- We avoid time wasters like chatting on the phone, surfing gossip sites, etc., and focus on more Important things.

#### Step 4 Track :

- We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities

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## Session 5: Self-regulation — Time Management

**Q4 List the steps for managing time effectively.**

**Ans:** Tips for Practicing the Four Steps for Effective Time Management

- Avoid delay or postponing any planned activity
- Organise your room and school desk
- Develop a 'NO DISTURBANCE ZONE', where you can sit and complete important tasks
- Use waiting time productively
- Prepare a 'To-do' list
- Priorities
- Replace useless activities with productive activities

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# Quick Recap of the Session

## What is Time management and its important?

Time management is the ability to plan and control how you spend the hours of your day well and do all that you want to do. An example of good time management skills would be when you decide to finish your homework immediately after school so you have time to watch TV later in the evening.

## How Time management help in thinking skill?

Answer: - Time management is the thinking skill that helps you to: -

- complete tasks on time.
- make a daily timetable.
- make a good guess at how long it will take you to do something.
- submit homework and assignments on time.
- not waste time during the day.



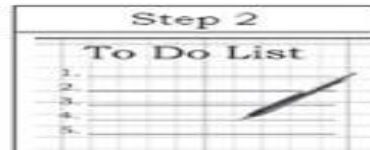
## Four Steps for Effective Time Management



Step 1

### Organise

- We plan our day-to-day activities.
- We make a timetable that we follow.
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Step 2

### Pritortise

- We make a to-do list that has all our activities and we rank them in the order of importance. For example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.



Step 3

### Control

- We have a control over our activities and time.
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Step 4

### Track

- We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities

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# Home Assignment

## A. Subjective questions

1. What is time management and how can you manage your time?
2. How can tracking your time help you?

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# THANKING YOU

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