



**EXCEL**  
INTERNATIONAL

**Course Name: Time Management for Students**

## **1. Course Module Structure**

This course is divided into 10 structured modules designed to help students effectively manage their time, improve productivity, and reduce stress. Each module focuses on practical strategies and tools that enable learners to plan, prioritize, and balance academic and personal responsibilities. The course promotes disciplined habits, goal-oriented thinking, and efficient use of time in both academic and real-life situations.

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## **2. Module, 3. Topic & 4. Module for 10**

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### **Module 1: Introduction to Time Management**

**Topics:**

- What is time management?
  - Importance for students
  - Benefits of effective time use
  - Common time-wasting habits
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### **Module 2: Goal Setting and Planning**

**Topics:**

- Setting short-term and long-term goals
  - SMART goals technique
  - Creating study plans
  - Aligning goals with priorities
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### **Module 3: Prioritization Techniques**

**Topics:**

- Importance vs urgency
- Eisenhower Matrix

- Task prioritization methods
  - Managing workload effectively
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## **Module 4: Creating Schedules**

### **Topics:**

- Daily and weekly planning
  - Timetable creation
  - Balancing study and personal time
  - Using planners and calendars
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## **Module 5: Overcoming Procrastination**

### **Topics:**

- Causes of procrastination
  - Techniques to stay focused
  - Breaking tasks into smaller steps
  - Building self-discipline
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## **Module 6: Time Management Tools and Techniques**

### **Topics:**

- Pomodoro Technique
  - Time blocking method
  - Digital tools and apps
  - Tracking productivity
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## **Module 7: Managing Distractions**

### **Topics:**

- Identifying distractions
  - Digital distraction control
  - Creating a productive environment
  - Maintaining concentration
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## **Module 8: Stress and Time Balance**

**Topics:**

- Time management and stress
  - Avoiding burnout
  - Maintaining work-life balance
  - Relaxation techniques
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**Module 9: Effective Study Habits****Topics:**

- Active learning strategies
  - Revision planning
  - Time allocation for subjects
  - Improving focus and retention
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**Module 10: Practice and Assessment****Topics:**

- Time management exercises
  - Real-life scenarios
  - Self-evaluation techniques
  - Final assessment and improvement strategies
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