

**Presentation on: Time Management**  
**BY: Tania Ali**



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Why I chose time management as my topic:

The reason I chose time management as my topic is because I and other students have a busy schedule while trying to maintain good scores in college. Our personal lives come in, our backgrounds, work at home, then work in school is added, and we also need to do our daily things such as eating, sleeping, and more. So, I wanted to share what I do to maintain my priorities and extras in life.



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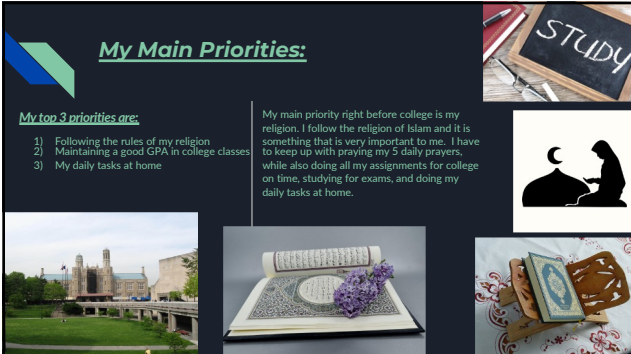
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**My Main Priorities:**

My top 3 priorities are:

- 1) Following the rules of my religion
- 2) Maintaining a good GPA in college classes
- 3) My daily tasks at home

My main priority right before college is my religion. I follow the religion of Islam and it is something that is very important to me. I have to keep up with praying my 5 daily prayers, while also doing all my assignments for college on time, studying for exams, and doing my daily tasks at home.



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### How to keep up with priorities if you have a busy day?

**Create an organized schedule that includes:**

- Everything you need to get done daily
- Then add in the extras you might have to do in the day that isn't always, but may come up sometimes
- Put in the times that are most appropriate for that activity

- Also include times for self care and mental health for:
  - Sleeping
  - Eating
  - Resting and free time
  - Hygiene
  - Cleaning
  - Other chores
  - Etc.

Note: your schedule will not always look the same and may be edited so write it in your notes app to keep up with everything and get them done




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#### How My Schedule Goes:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader	Wakes up at 5 am for 8th grader
Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am	Sleeps at 10:30 till up at 7 am
Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am	Get Fresh and Clean around the house by 11 am
Play at 12 pm	Play at 12 pm	Play at 12 pm	Play at 12 pm	Class at 12:30 pm	Play at 12 pm	Play at 12 pm
Put up bills from school at 2:30 pm	Class at 2:30 - 2:45	Free time	Class at 2:30 - 2:45	Play at 2:30	Free time	Study
Play at 3 pm	Play at 3 pm	Play at 3 pm	Play at 3 pm	Play at 3 pm	Play at 3 pm	Play at 3 pm
Study with her at 3:30 - 5:30	Class at 4:30 - 6 pm	Study with her at 3:30 - 5:30	Class at 4:30 - 6 pm	Study with her at 3:30 - 5:30	Study with her at 3:30 - 5:30	Study with her at 3:30 - 5:30
Play at 7 pm	Play at 7 pm	Play at 7 pm	Play at 7 pm	Play at 7 pm	Play at 7 pm	Play at 7 pm
Eat dinner at 8	Eat dinner at 8	Eat dinner at 8	Eat dinner at 8	Eat dinner at 8	Eat dinner at 8	Eat dinner at 8
Shower at 8:30	Shower at 8:30	Shower at 8:30	Shower at 8:30	Shower at 8:30	Shower at 8:30	Shower at 8:30
Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom	Play at 10:30 sleep at 12 after with her mom

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### An extra thing you can do which I find helpful:

**Multitasking!**

This comes in handy during school and at home. For example, while doing chores, I multitask. I will scrub the dishes while putting the laundry in the washer, come back to put it in the dryer, then go back to do the rest of the dishes. I let something cook on the stove, while I am vacuuming the house. I take care of the kids when babysitting while also cooking and/or cleaning at the same time.


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**Why does multitasking help in other activities?**

- It will help to get things done quicker and give you extra free/ rest time.
- It also satisfies us that we got a lot done and makes us want to be more productive and get the rest of our daily tasks done.
- For most of us, in order to do things well physically, we also need a good mental health. My mental health is better when I pray and gets rid of any stress for me, so I mentioned my daily prayers since it is something that helps me and other students who are in my position.
- When I am doing well in other parts of my daily life, it motivates me to make progress in other activities, and this is the same for most of us.



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**Thank you for watching my presentation!**

Sources I used:

- <https://www.wrike.com/blog/addicted-multitasking-scientific-reasons-you-cant-stop-juggling-work/>
- <https://www.coursera.org/articles/time-management>
- <https://medium.com/@zeenakurdi/9-practical-tips-to-develop-a-prayer-habit-8b613f42ccc9>

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