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Adjusting to University Life:

Time Management and Study Skills

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Adjusting to University Life: Time Management & Study Skills

This session will equip you with practical tools to:

- Build routines
- Set priorities
- Maximise productivity
- Understand how your neurotype affects your studying preferences
- Use these tools to organize your studying strategy

The University Challenge

Time Management Struggles

- 68% of first-year students struggle with time management. The average student juggles 15 hours of classes and 20 hours of study.

Balancing Commitments

- It's essential to balance academic, social, and personal commitments. This helps to avoid burnout and maintain well-being.



Time Audit

Conduct a personal time audit to understand how you spend your hours.



Identify Time-Wasting Activities

Identify time-wasting activities that drain your productivity.



Recognise Peak Hours

Recognise peak productivity hours to schedule important tasks.

Understanding Your Time



Rate yourself honestly on each statement from 1-5

1 = Rarely true for me

2 = Sometimes true for me

3 = Often true for me

4 = Usually true for me

5 = Almost always true for me

1. I prioritize tasks using a framework like the Eisenhower Matrix (urgent/important)
2. I set SMARTER goals (Specific, Measurable, Achievable, Relevant, Time-bound, Evaluated, Reviewed) for important projects
3. I begin each day with a brief moment of mindfulness or intention-setting

Time Management Strategy

- SMARTER Principles
- The Eisenhower Matrix
- Objectives, and Key Results (OKRs)



SMARTER Principles – Goal Setting and Action Planning



Specific (S): Goals should be specific and well-defined. They should answer the questions: What do you want to accomplish? Why is it important? Who needs to be involved? Where will it happen? Which resources or limits are involved?



Measurable (M): Goals should be measurable so that progress can be tracked and assessed. This involves quantifying or qualifying the objectives so that you know when you've achieved them.



Achievable (A): Goals should be realistic and attainable. While they should stretch your abilities, they should still be within reach. Set goals that are challenging yet feasible given the resources and constraints you have.



Relevant (R): Goals should be relevant to your overall objectives and aligned with your values and long-term plans. They should be meaningful and contribute to your personal or organizational mission.

SMARTER Principles – Goal Setting and Action Planning Cont.



Time-bound (T): Goals should be time-bound with a deadline or timeframe. This helps create a sense of urgency and prevents procrastination. It also allows for better planning and prioritization of tasks.

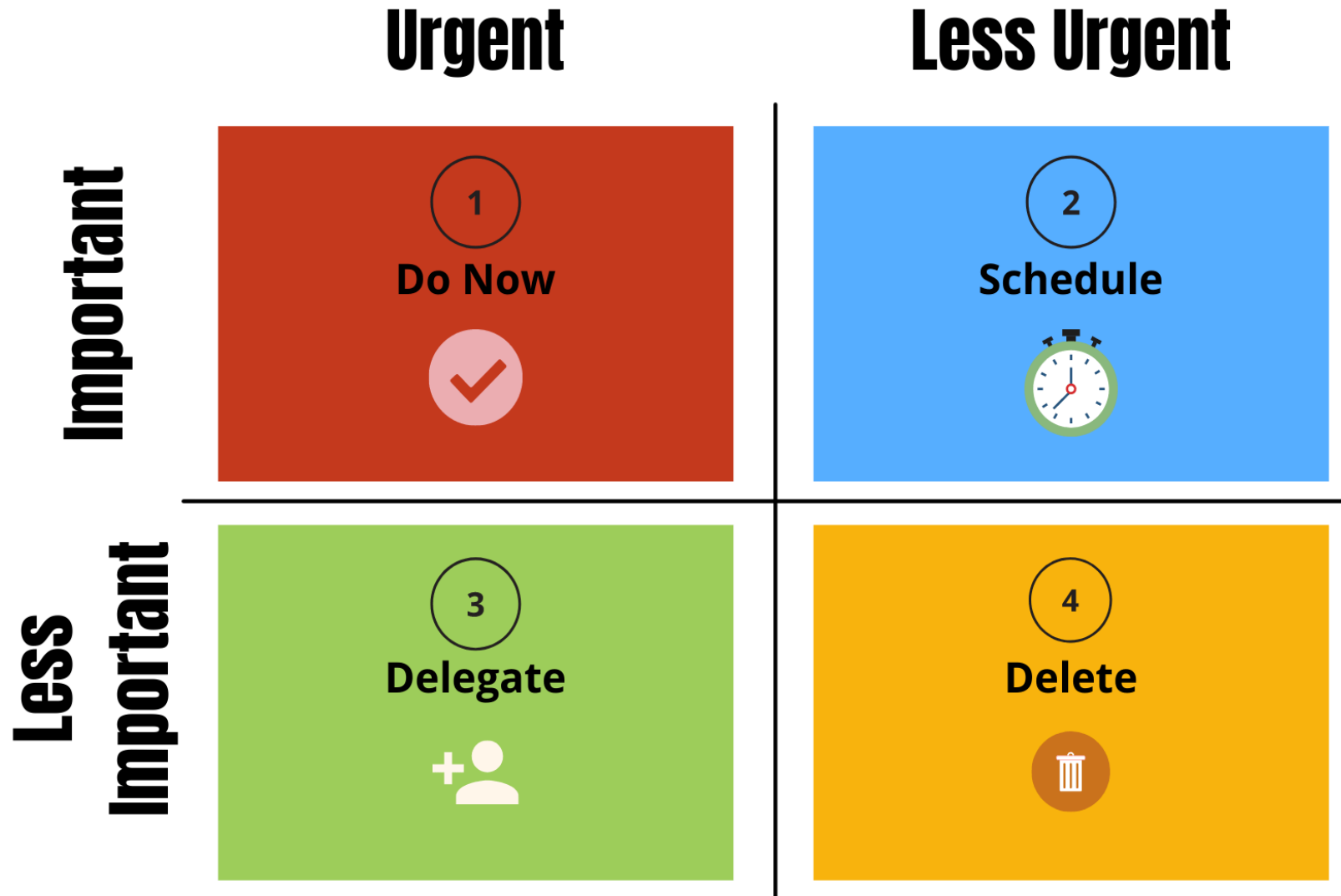


Ethical (E): Goals should be aligned with ethical principles and considerations. This involves ensuring that your goals do not harm others, violate laws or regulations, or compromise your integrity or the integrity of your organization. Ethical considerations should be integrated into the goal-setting process to ensure that your actions are morally sound.



Rewarding (R): Rewards can serve as incentives to motivate you to pursue and achieve your goals. Rewards can be intrinsic (personal satisfaction, sense of accomplishment) or extrinsic (financial incentives, recognition). By incorporating rewards into your goal-setting process, you create positive reinforcement loops that encourage continued progress and effort.

Eisenhower Matrix – Urgency & Importance



OKRs – Objectives and Key Results

- **Objectives:** What is to be achieved, no more and no less.
- **Key Results:** Benchmark and monitor how to get to the Objectives.



OKRs Cont.

OKRs	Due Date
Objective 1	
<i>Key Result 1</i>	
<i>Key Result 2</i>	
<i>Key Result 3</i>	
<i>Key Result 4</i>	
<i>Key Result 5</i>	

4. I can identify when I'm most productive during the day and schedule important tasks accordingly
5. I successfully manage distractions and interruptions during focused work time
6. I delegate tasks appropriately, when possible, rather than trying to do everything myself

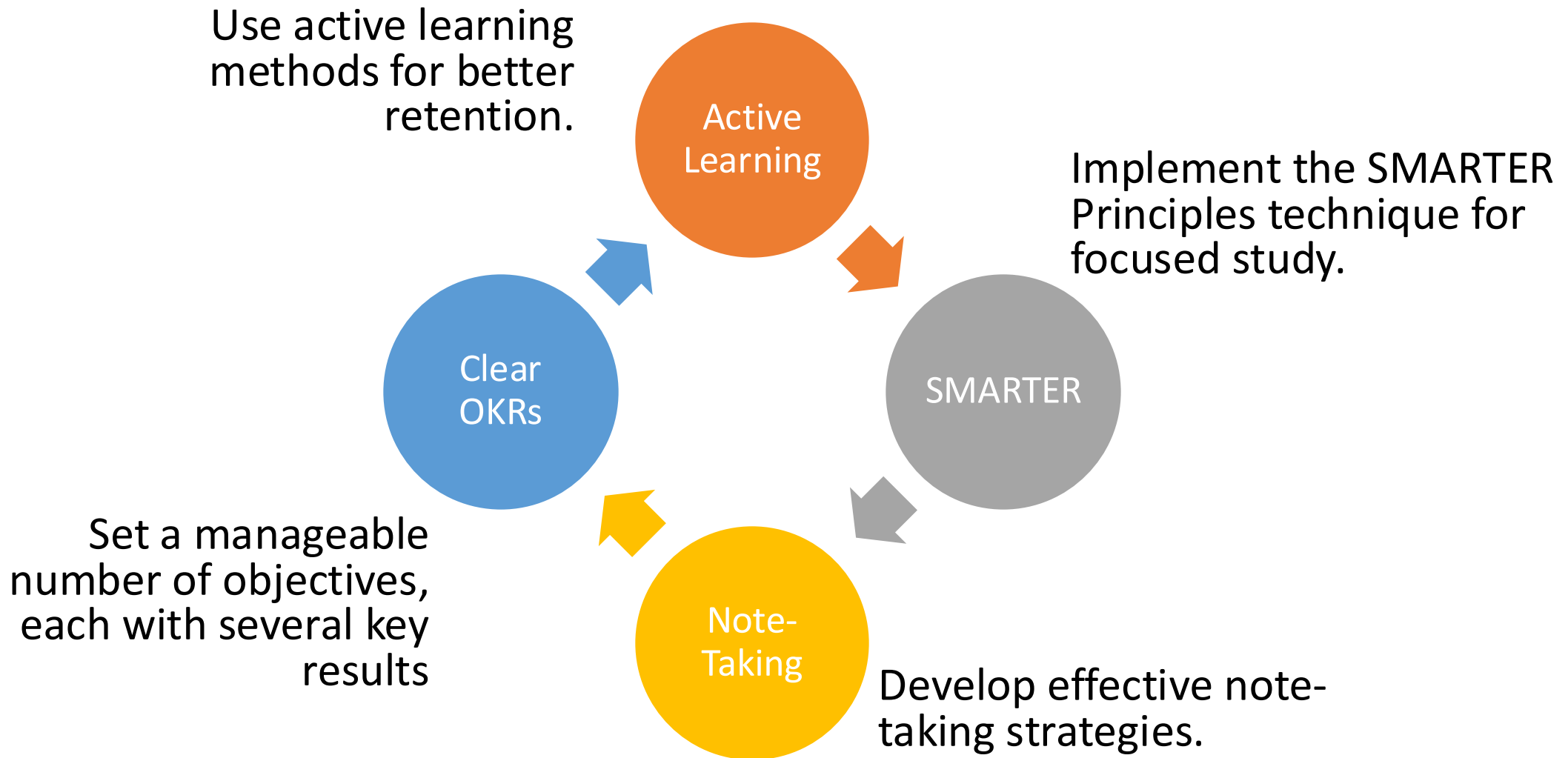
Top 10 Study Tips to Study Like a Harvard Student

1. **Don't Cram** – it does not improve longer term learning – study for retention.
2. **Plan Ahead – and Stick To It!** – a study plan with set goals can help you feel more prepared and can give you a roadmap to follow.
3. **Ask for Help** – Be proactive about identifying areas where you need assistance.
4. **Use the Buddy System** – form a study group to go over material together.
5. **Find Your Learning Style**
 - Before you start, review what you already know about the topic
 - As you read or listen, take additional notes about new information, such as related topics the material reminds you of.
 - Afterward, try to summarize what you've learned and seek out answers to your remaining questions.

Top 10 Study Tips to Study Like a Harvard Student

- 6. Take Breaks** – research has shown that taking breaks in between study sessions boosts retention and wakeful rest plays just as important a role as practice in learning a new skill.
- 7. Cultivate a Productive Space** – Find a space that is free of distractions and has all the materials and supplies you need on hand.
- 8. Reward Yourself** – Studies have shown that giving yourself a reward during your work can increase the enjoyment and interest in a given task.
- 9. Review, Review, Review** – Practicing the information you've learned is the best way to retain information.
- 10. Set Specific Goals** – Setting specific goals along the way of your studying journey can show how much progress you've made.

Effective Study Techniques



Habits to Support Your Studying



Prioritise Sleep

Get enough sleep for optimal performance.

Physical Health

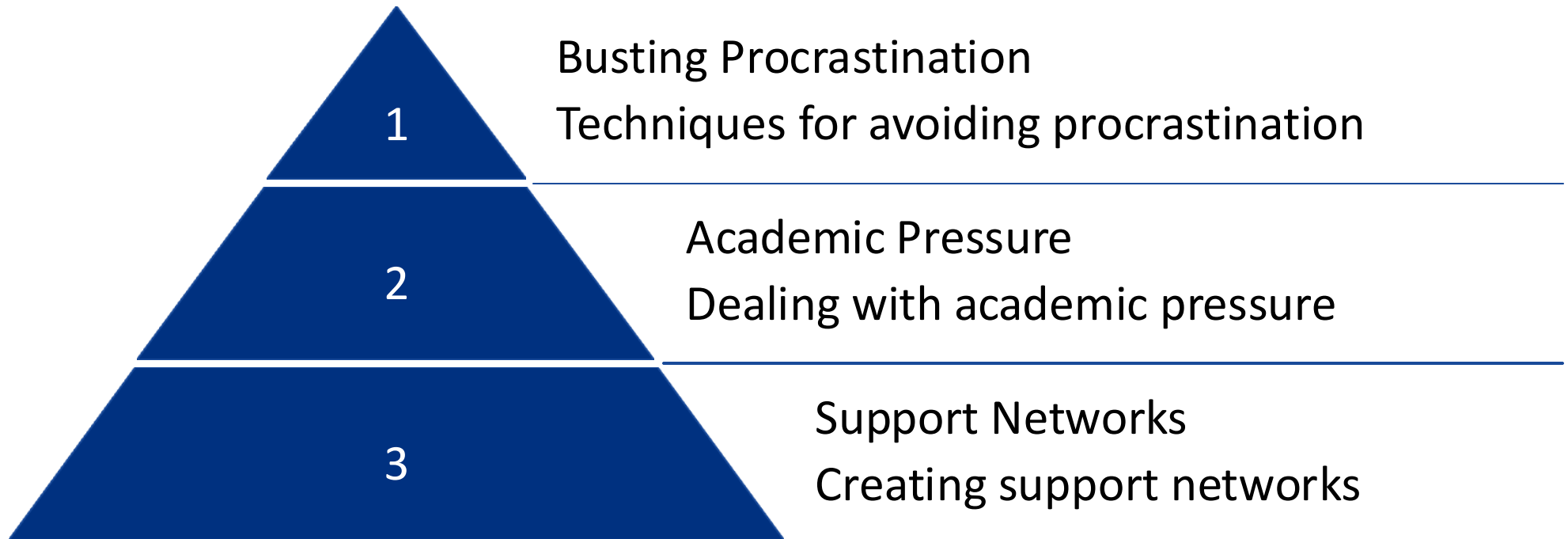
Maintain physical health with regular exercise.

Stress Management

Practice stress management techniques.



Common Challenges & Solutions



7. I build small breaks into my schedule to maintain energy and focus
8. I consciously assess how I spend my time and make adjustments to improve productivity
9. I maintain a healthy balance between study tasks and self-care activities
10. I complete what I start rather than leaving multiple projects or assignments unfinished

Your Quiz Results

10-20 points: Time Management Novice

- You may frequently feel overwhelmed by demands on your time. Focus on implementing basic prioritization techniques like the Eisenhower Matrix and creating simple morning routines.

21-30 points: Developing Time Manager

- You have some effective time management strategies but may struggle with consistency. Work on setting clearer priorities and establishing regular routines.

31-40 points: Effective Time Manager

- You manage your time well in most situations. Continue refining your ability to prioritize effectively and maintain focus despite distractions.

41-50 points: Time Management Expert

- You excel at managing your time and energy. You likely have well-established systems for prioritization and follow-through. Continue optimizing your approach and helping others develop these skills.

Thank You

Questions & Answers



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