

Time Management Planners



Staff Resource: Time Management Planners & Pomodoro Planners

Aims:

- To support students that are feeling overwhelmed and stressed because they are struggling with time management issues. The following resources will help staff set achievable deadlines for their students as well as aid student planning.

Resources:

- [Student Daily Planner](#)
- [Student Weekly Planner](#)
- [Student Monthly Planner](#)
- [Student Pomodoro Planner](#)

Overview:

The resources were created to allow students to plan their time and enable them to manage deadlines and everyday life.

They can also be used to aid students that are struggling with routine in and outside of an educational environment - allowing them to double as wellness planners.

Turn overleaf for more information on student time management and the Pomodoro Technique.

Information on Time Management

Managing deadlines can be a struggle for students who have poor organisational skills and may need support with prioritizing their workload. Staff may notice that their students are becoming stressed about approaching deadlines.

Weekly reflections may benefit staff and students to consider how time can be used more efficiently. Using planners can be a handy idea to help learners and tutors stay on track. It is important to be realistic about how time is spent and to prepare for setbacks.

Students struggling with time management may appear stressed, miss deadlines or turn up late to sessions. It is important to recognise these instances and consider why a student may be struggling and how we as educators can support them.

The Pomodoro Technique

The Pomodoro Technique is a handy method for staying focused during study time that could be implemented into sessions. The technique consists of a student picking a task, setting a twenty-five minute timer to work on the task, then setting a timer for a five minute break. This could be useful for students with a weak attention span as they can allocate their work into chunks.

The Pomodoro Technique encourages you to work with the time you have, rather than against it, by prioritising time-boxing, emphasising a sustainable pace and offering ample opportunity to inspect and adapt your approach to workload.

The pomodoro technique proves useful among students wishing to study more effectively, freelancers wanting to track time or anyone looking to improve their focus and productivity at work or in their personal projects.