



EARLY CAREER HELP

Educational and Career Consultancy Services

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NEEV-2: MODULE 2 EFFECTIVE TIME MANAGEMENT

Dr. Nirbhay K.
Educational Consultant

   [earlycareerhelp](https://www.instagram.com/earlycareerhelp)

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EARLY CAREER HELP'S

NEEV

Nurture | Enlighten | Evaluate | Victory




GUIDANCE PROGRAM

NEEV-2

For Students of Class 6-9



HELPS YOUR CHILD STAY
FOCUSED, BUILD CLARITY,
MANAGE TIME, AND PLAN
THEIR CAREER AHEAD

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Mentor



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Educational Consultant

Learning to Use Time Wisely in the Age of Distractions

-  Learn the 24-hour time wheel
-  Prioritize: study, play, hobbies, sleep
-  Use planner/calendar for daily goals
-  Break big tasks into smaller steps
-  Learn to say “no” to distractions
-  Pomodoro & block study techniques
-  Review & improve weekly routines
-  Consistency is key to success!

 “Time is like money — you must budget it.”

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Why Time Management Matters

- ❑ Teens juggle school, tuition, hobbies, friends, gadgets
- ❑ Poor time use = stress + missed goals
- ❑ Smart time use = clarity + confidence + growth



Mastering time is
mastering life

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Common Time Wasters in Teen Life

⚠️ Top 5 Time Drains:

- Unplanned screen time 📱
- Procrastination 😴
- Lack of schedule 📅
- Multitasking chaos 🎮 📖
- Disorganized school life 🎒


Awareness is the first step to change


Be the boss of your device, not a slave

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Where Does Your Time Go? (Activity)



Daily Time Tracker
(24-Hour Map):

✓ Study

✓ Sleep

✓ Screen

✓ Meals

✓ Play



Fill your 1-day time log & spot the leaks

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Time Blocking: The Teen Strategy

 Divide your day into clear blocks:

Schoolwork

Homework

Breaks

Creative Time

Sleep

 Use Google Calendar or a physical diary

 Color-coded calendar = clarity + productivity

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The 2-Minute Rule

 If it takes less than 2 mins—do it now!

Reply to teacher

Organize notes

Fill water bottle

Builds momentum and kills procrastination!

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The 3 Bucket Formula

 **Top Priority**
(Must Do Today)

 **Important**
(Should Do This Week)

 **Low Urgency**
(Can Delay)

 **Organise your to-do list on this basis**

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Smart Breaks & Recharge

 Brains need fuel:

50–10 Rule: Study 50 mins, break 10

Stretch, drink water, walk

Avoid screens in breaks

 Rest is not waste — it boosts performance

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Tips for Parents & Students



Parents please:

- Avoid overscheduling
- Support child's daily plan
- Praise small consistency wins
- Create convenient environment

Dear Students

"Time once gone never comes back. But when you learn to manage it—every day feels powerful. Start with small wins, and you'll feel unstoppable."

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BUILDING FOCUS & AVOIDING DISTRACTIONS

-  Practice daily focus-building activities
-  Understand digital distractions & minimize them
-  Boost attention span with puzzles, memory games
-  Create distraction-free study space
-  Set specific study hours
-  Turn off notifications during study
-  Use focus apps/tools (Forest, Stay Focused)
-  Improve gradually with patience



“Where focus goes, energy flows.”

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