



EARLY CAREER HELP

Educational and Career Consultancy Services

www.earlycareer.in



NEXT-1: MODULE 3

TIME MANAGEMENT & CONSISTENCY

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 **9570133616**



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For Students of Class 10

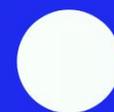


HELPS TO EXCEL IN BOARD EXAMS
WHILE BUILDING CLARITY ABOUT
FUTURE CAREER PATHS THROUGH
STRUCTURED SELF-ASSESSMENT,
SMART STUDY HABITS, AND
PERSONALIZED PLANNING

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Educational Consultant

NEXT-1: 6 Modules

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M1: Self-Assessment & Goal Clarity 🎯 – Mapping strengths, weak areas, and setting board exam + future goals.

M2: Study Strategies & Smart Learning 📖 – Subject-wise study techniques, NCERT mastery, revision plans.

M3: Time Management & Consistency ⌚ – Daily study timetable, balancing school, tuition, and self-study.

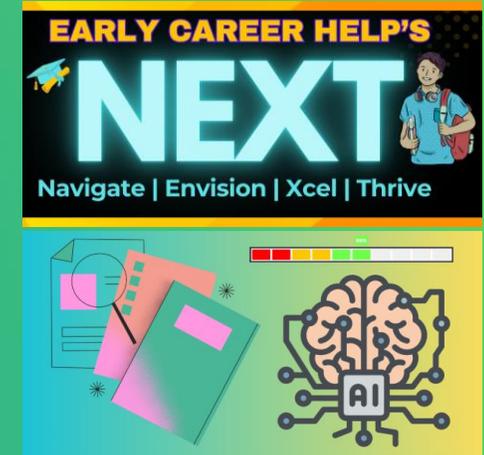
M4: Stress Management & Exam Confidence 😊 ♀ – Dealing with board exam fear and building confidence.

M5: Career Awareness & Stream Selection 🔍 – Introduction to Science, Commerce, Arts, and vocational options.

M6: Parent-Student Joint Planning & Progress Review 👨👩 – Creating a study-career roadmap together.

🕒 **"From Class 10 to Career Clarity!"** 📈

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“Boards are a marathon, not a sprint! Learning to manage time daily builds consistency, focus, and better results.” ⌚

- ✓ 📅 Plan a clear daily study timetable
- ✓ 🕒 Balance school, tuition & self-study effectively
- ✓ 🎯 Set specific goals for each study session
- ✓ ⌚ Divide big tasks into smaller chunks
- ✓ 🧠 Use productivity tools – planners, reminders, to-do lists
- ✓ 🚫 Reduce time-wasters like excessive screen use
- ✓ 🚦 Follow the “study first, relax later” rule
- ✓ 🔄 Review and adjust schedule weekly
- ✓ 🌟 Stay consistent with small daily efforts

“The key is in not spending time, but in investing it.” – Stephen R. Covey



“Plan smart, study steady!”

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Why Time Management is Crucial

-  Avoids last-minute panic
-  Improves focus & productivity
-  Ensures equal time for all subjects
-  Builds daily discipline
-  Helps balance study & relaxation

 **“Time is what we want most, but use worst.” – William Penn **

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Understanding Your Daily Hours

🕒 Track 24 hours to see time leaks

📅 Divide time for school, homework, self-study

🧠 Fix peak study hours for tough subjects

🎯 Keep small time slots for revisions

🛌 Prioritize enough sleep for better memory

“Time planned is success earned!”



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How to Make a Study Timetable

- 📄 Use weekly planners or calendars
- 📚 2–3 subjects per day for balance
- ⌚ Include breaks for refreshment
- 📄✍️ Revise before learning new topics
- 🌟 Stick to a realistic routine

“A timetable is your success map. Follow it consistently to stay ahead!”



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Avoiding Time-Wasters

🚫 Reduce unnecessary screen time

🕒 Limit mobile & social media use

❌ Avoid multitasking during study

🛋️ Avoid long idle breaks

🔍 Focus only on important tasks

“Cut distractions, gain time!”



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Power of Consistency

-  Study small portions daily
-  Revise regularly instead of cramming
-  Build steady habits for long-term success
-  Even 2 hours daily > 10 hours once
-  Repetition builds strong memory

“Small daily improvements lead to stunning results.” – Robin Sharma

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Tools to Stay on Track

-  Alarms & reminders for tasks
-  To-do lists to track progress
-  Monthly planners for exams
-  Color-coded subjects for balance
-  Reward yourself for consistency

 **“Tools make time your friend!”** 

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Balancing Study & Relaxation

-   Short walks or exercise in breaks
-  Listen to calming music
-  Practice 5-min breathing daily
-  Eat healthy snacks for energy
-  Avoid late-night studying daily

**“Balance is the secret!
Study well, rest well, and
see your focus grow.”**

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Role of Parents

-  Help create realistic timetables
-  Reduce distractions at home
-  Encourage regular study habits
-  Appreciate consistency, not just marks
-  Track progress with child weekly

“Discipline today brings freedom tomorrow.”

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Summary

- Track and plan your time wisely
- Follow a consistent daily schedule
- Avoid distractions and time-wasters
- Balance study, play, and rest



“Consistency beats intensity! A well-planned day and steady efforts bring great board results.”

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STRESS MANAGEMENT & EXAM CONFIDENCE

- ✓ 😊 Practice deep breathing & relaxation techniques
- ✓ 📁 Prepare with proper planning to reduce anxiety
- ✓ 🧠 Focus on understanding, not rote learning
- ✓ 🎯 Solve previous years' papers for confidence
- ✓ 🛌 Sleep well before exams for better performance
- ✓ 💬 Talk openly about fears with parents/mentors
- ✓ 🎉 Celebrate small progress to stay motivated
- ✓ 🚶♂️ Include light exercise or walks to stay fresh
- ✓ 🌟 Believe in effort, not just results

“Confidence comes from preparation, not pressure. Manage stress, and exams will feel easier.”



“Stay calm, stay confident, succeed big!”

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