

## **Time Management**

### **Intro**

Hi, my name is Emily, and I am an Academic Skills Advisor with UniSkills here at Edge Hill University.

This toolkit has been designed to support you with the skills needed to effectively manage your time whilst at university.

We understand that as students you likely have increasing demands on your time, and balancing all of these can be challenging.

This toolkit invites you to take a moment to reflect on these demands, and to engage with some tools to help you organise and prioritise them.

In-line with advocating a balanced approach, this toolkit also encourages you to be kind to yourself, ensuring that you make time for periods of restorative rest.

As you work through the toolkit, try to remember that strong time management begins with a realistic mindset - it's about setting achievable goals and making steady progress.

So, let's get started with exploring how to manage your time with purpose and balance.