

**Promoting the academic performance of
Ukrainian university students: Effective
approaches to improve
learning and academic performance of
Ukrainian university students**

LESSON 2

***TIME MANAGEMENT AND PRODUCTIVITY
TECHNIQUES FOR UNIVERSITY SUCCESS***

Perceptions of Inclusion, well-being and Identiflcation with
the European Union in Ukrainian university students



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The Importance of Time Management

- Helps students meet academic deadlines consistently
- Improves academic performance and productivity
- Reduces last-minute pressure and stress
- Encourages responsibility and self-discipline





Organization, Stress and Performance

- Clear structure reduces cognitive overload
- Organized students experience lower anxiety levels
- Time planning improves concentration
- Balanced schedules support well-being



Planning vs. Procrastination



- Planning distributes workload evenly
- Procrastination leads to rushed and lower-quality work
- Delays increase academic stress
- Early preparation improves learning outcomes




Task Prioritization Methods

- Identify tasks based on urgency and importance
- Focus on high-impact academic activities
- Allocate time according to academic value
- Avoid excessive attention to minor tasks





The Eisenhower Matrix

- Important and Urgent – complete immediately
 - Important but Not Urgent – schedule strategically
 - Urgent but Not Important – minimize or delegate
 - Not Urgent and Not Important – eliminate distractions
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The 80/20 Rule (Pareto Principle)

- 20% of effort generates 80% of results
- Identify key assignments that impact final grades
- Focus on essential learning objectives
- Reduce time spent on low-return activities



Productivity Techniques for Studying



- Work in focused, uninterrupted sessions
- Set specific daily academic goals
- Combine planning with structured breaks
- Review progress regularly





Pomodoro and Batching

- Study in 25–50 minute focused intervals
- Take short breaks to maintain efficiency
- Group similar tasks together (emails, readings, notes)
- Reduce time lost in task switching

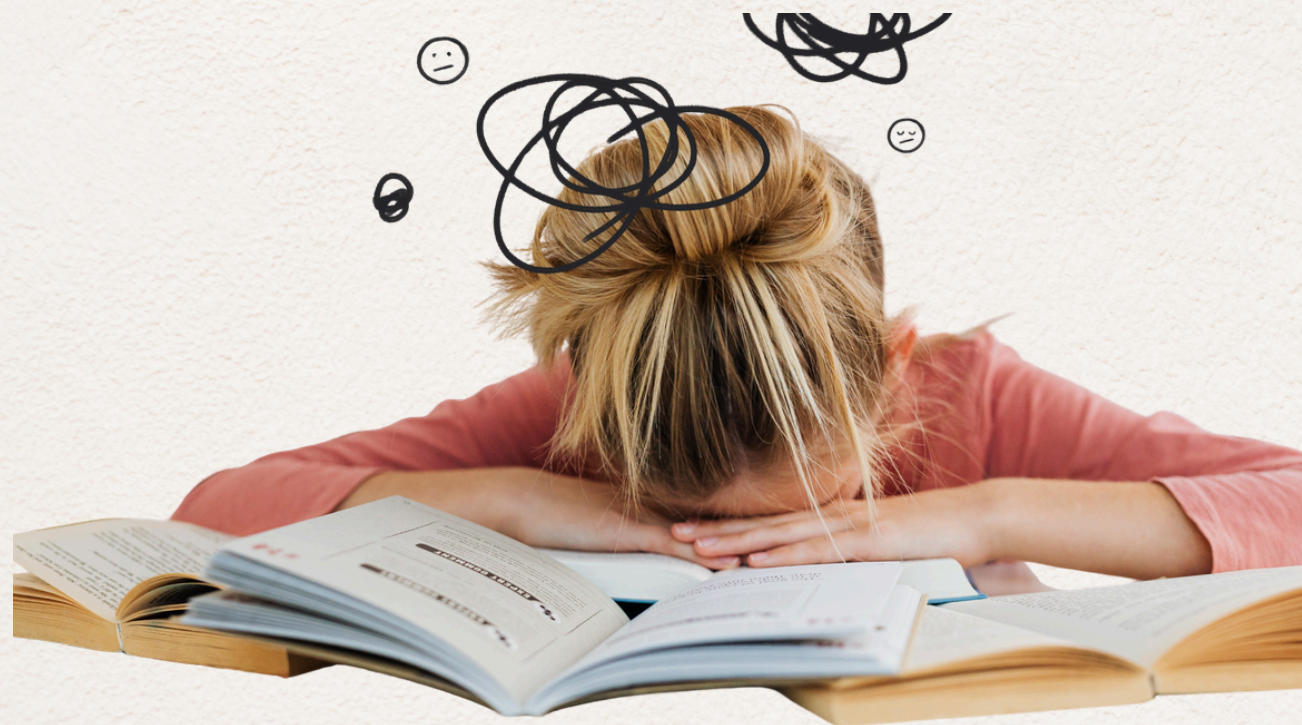


Daily Planning Tools



- Use planners, digital calendars, or apps
- Plan the next day in advance
- Identify 3–5 priority tasks daily
- Adjust plans based on deadlines

Managing Procrastination



- Recognize personal delay patterns
- Identify emotional triggers (fear, perfectionism)
- Replace avoidance with small, immediate actions
- Use structured deadlines



Causes and Practical Solutions

- Perfectionism → start with a draft version
- Lack of clarity → break tasks into smaller steps
- Fatigue → include rest in the schedule
- Overwhelm → set intermediate milestones

Example: Writing an Academic Paper

- Define topic and create a structured outline
- Collect relevant academic sources
- Write the first draft section by section
- Revise and edit before submission



Personalized Time Planning Strategy

- Evaluate current time management habits
- Identify strengths and improvement areas
- Choose suitable productivity techniques
- Set realistic weekly academic goals

P L A N



Creating a Balanced Schedule



- Combine study, rest, and personal activities
- Allocate time according to priority level
- Include revision and reflection sessions
- Monitor and adjust weekly





Thank you

Any Question?

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