Overview of ‘Time Management’ Toolbox 

Time Perception  (Click here for the related tools)

‘Time perception’ refers to the ability to sense the passage of time, judge how long things take, and understand its importance. In other words, it is our intuitive awareness of time availability and its flow. This ability serves as the foundation for effective time management.

Suitable situation:

- Struggles to keep track of passing time, easily getting absorbed in a single task or misjudging how long one has been working.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
5a.	Pomodoro Method	✔	✔		✔	
5b.	Reminder Tools	✔	✔	✔	✔	✔

Download tool

Estimate and Allocate Time  (Click here for the related tools)

‘Estimate and allocate time’ is another critical component of time management. Accurately estimating time helps us create realistic action plans, prepare in advance, and work along a managaeble schedule. It avoids last-minute panic and rushed responoses. We can improve this skill through regular practice, logging, and regular self-reflection.

Suitable situation:

- Has difficulty accurately estimating time for studies and activities, frequently resulting in schedules that cannot be effectively executed due to overestimation or underestimation of time.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
5c.	Homework Navigator	✔				
5d.	Study Blueprint		✔			
5e.	Work & Activity Planner	✔	✔	✔	✔	✔
5f.	Activity Master Guide					✔
5g.	Time Budgeting	✔	✔		✔	✔

Suitable situation:

- Lacks the ability to organize learning tasks and activities in a systematic way, leading to an unbalanced schedule such as overly packed and stressful schedule or wasted, unproductive time.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
5h.	Weekly Planner	✔	✔	✔	✔	✔

‘Effective Questions’ available Download tool