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## ***TIME MANAGEMENT STRATEGIES DURING SCHOOL HOURS***

Read the passage below to learn about Time management strategies during school hours, then answer the questions on the next page.

Effective time management is crucial for students to navigate their academic responsibilities and extracurricular activities. By mastering this skill, students can enhance their productivity and reduce stress, leading to a more balanced school life.

The foundation of successful time management lies in setting clear goals. Students should establish both short-term and long-term objectives, whether it's completing a project, studying for a test, or participating in a club. By prioritizing these goals, students can allocate their time more efficiently.

Creating a structured daily schedule is another vital strategy. This includes allocating specific blocks of time for classes, homework, study sessions, and breaks. Utilizing tools like planners or digital calendars can help students visualize their commitments and deadlines, ensuring that nothing is overlooked.

Additionally, the Pomodoro Technique can be an effective method for maintaining focus. This involves studying for 25 minutes, followed by a 5-minute break. This approach helps to prevent burnout and keeps the mind fresh, making study sessions more productive.

Another essential aspect of time management is learning to say no. Students often face numerous commitments, and it's important to recognize when to decline additional responsibilities that may overwhelm them. Balancing academic and personal life is key to sustaining motivation and performance.

Finally, reflecting on time management practices regularly can lead to continuous improvement. Students should assess what works and what doesn't, allowing them to adjust their strategies for better outcomes.

In conclusion, mastering time management during school hours equips students to succeed academically while maintaining a healthy balance in their lives. By setting goals, creating schedules, utilizing techniques like the Pomodoro Technique, and practicing reflection, students can enhance their effectiveness and reduce stress.

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