How to Manage Your Time | Free guide

How to Manage Your Time

See your day, plan simply, focus and rest well



Made for

You

Your workbook online, prompts for every task, and where to hand it in:

growthgoal.in/learn/

Hello You

Namaste! This small book is for you. In 15 minutes a day you will learn to see where time goes, make a simple plan, do the important work first, focus for 25 minutes, keep your phone away, and take good rest.

How to use this workbook

- 15 minutes a day. Read the short lesson, then look at the example.
- Do the 3 tasks in order in the space given. Use pencil so you can change.
- Take a phone photo of each page to keep your work and show family.

Your plan · about 75 minutes in all

Day	What	Minutes
1	Chapter 1: Where Does My Time Go?	15
2	Chapter 2: My Simple Daily Plan	15
3	Chapter 3: Focus for 25 Minutes	15
4	Chapter 4: Rest Is Part of the Plan	15
5	Final task	15

Chapter 1

Where Does My Time Go?

See where your time goes

Time management starts with seeing the truth. We often feel we have no time, but we do not know where it went.

A time log is just a list of what you did and for how long. No need for exact minutes. Simple blocks like 1 hour are enough.

In India, our day has school or college, tuition, family work, phone time, play and rest. When you write it, you can see what to change.

Worked example: Rohan's evening time log

1. Rohan, 16, from Pune, wanted to see where his evening went.
2. He wrote: 4-5 pm: tuition, 5-6 pm: mobile reels, 6-7 pm: cricket with friends, 7-8 pm: homework.
3. He added the blocks: 1 + 1 + 1 + 1 = 4 hours. He saw mobile took 1 full hour.

1.1 Look at Meena's evening: 5-6 pm homework, 6-7 pm TV serial with family, 7-8 pm Instagram, 8-9 pm dinner and talk. How many hours total? How many hours on phone?

Hint: Add the 4 blocks: 1+1+1+1.

Stuck? Open task 1.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.2 Write what you did yesterday from 6 pm to 9 pm in three 1-hour blocks.

Hint: Think of only yesterday evening, 3 blocks is enough.

Stuck? Open task 1.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.3 Write your time log for today from morning to night in 5 blocks: morning, afternoon, evening, night, phone time.

Hint: Pick a normal school day from your own life.

Stuck? Open task 1.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** I can write down where my time went yesterday in simple blocks.

Chapter 2

My Simple Daily Plan

Make a simple daily plan with one most important task

A daily plan is a short list of what you will do tomorrow, with time. Keep it small: only 4 to 5 items.

Every day has one Most Important Task. This is the one task that, if done, makes the day successful. Do it first before fun or phone.

Example: for a student it may be homework, for a parent it may be paying the electricity bill or preparing tiffin. One star is enough.

Worked example: Priya's simple daily plan

1. Priya from Jaipur has exams. She lists 5 things for tomorrow.
2. She marks one star: Finish maths chapter 5. This is her Most Important Task.
3. She writes time with each: 6 pm maths chapter 5, 7 pm English words, 7:30 pm help mother in kitchen, 8 pm dinner, 9 pm pack school bag.

2.1 Amit's list: play cricket, watch Bigg Boss, do maths homework, buy milk. Which should be his Most Important Task? Write it.

Hint: Which one helps most for school tomorrow?

Stuck? Open task 2.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

2.2 Write a 4-item plan for tomorrow evening 5 pm to 9 pm with time for each item.

Hint: Include study, family help, and one fun item.

Stuck? Open task 2.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

2.3 Write your own plan for tomorrow: 4 items, put a star on your one Most Important Task to do first.

Hint: Think what will make you feel happy tomorrow night.

Stuck? Open task 2.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** I can make a 5-line plan for tomorrow with one most important task.

Chapter 3

Focus for 25 Minutes

Focus for 25 minutes and keep phone away

Focus means doing only one task for some time. A 25-minute focus block is easy: set a timer, work on one task, then take a 5-minute break.

The phone is the biggest distraction. Keeping it away, on silent, in another room or in a drawer, helps you finish faster.

In Indian homes there is noise from TV, guests and kitchen. Tell family you are doing a 25-minute block so they support you.

Worked example: Arjun's 25-minute focus block

1. Arjun from Kochi must study science. He sets a 25-minute timer.
2. Before starting, he keeps his phone in another room on silent and tells his mother not to disturb.
3. He studies only science for 25 minutes, then ticks his paper and takes a 5-minute water break.

3.1 Write one study or home task for a 25-minute block and where you will keep your phone during it.

Hint: Where can you keep your phone so you cannot touch it?

Stuck? Open task 3.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

3.2 Draw a line to show your focus corner: draw where you sit, your timer or clock, and your phone kept away.

Hint: Common distractions are reels, messages and TV sound.

Stuck? Open task 3.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

3.3 Write your personal phone rule for study time, like: I will keep my phone in the hall for 25 minutes while I finish my homework.

Hint: Use your real room and real phone habit.

Stuck? Open task 3.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** I can do a 25-minute focus block with my phone kept away.

Chapter 4

Rest Is Part of the Plan

Include rest in your time plan

Rest is part of good time use, not waste. Short breaks help your brain remember and your body feel fresh.

Good rest is water, walking, stretching, talking to family, or sitting quietly. Phone scrolling and reels do not give real rest.

Write rest in your plan, like after every 25-minute block. Then you will not feel guilty for resting during festivals, cricket or family time.

Worked example: Sana learns to rest

1. Sana from Lucknow studied non-stop and got a headache.
2. New plan: 25 min study, 5 min water and walk, 25 min study, 15 min rest with music, not phone.
3. She wrote rest in her plan like a task: 6 pm study, 6:25 pm water break, 7 pm rest and chai with family.

4.1 Which is good rest? Circle and write: A) 5-minute water break and walk B) 30-minute reels on phone C) 15-minute chai with family.

Hint: Which one makes eyes and mind fresh?

Stuck? Open task 4.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

4.2 Write a 1-hour plan with two 25-minute study blocks and one rest break between them.

Hint: Add one 5-minute break between two study blocks.

Stuck? Open task 4.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

4.3 Write your own evening rest plan: when you will rest, for how long, and what you will do without phone.

Hint: Think of what rest you enjoy at home.
Stuck? Open task 4.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** I can add rest breaks to my plan so I do not feel tired.

Final task

Put it all together

Final task Make My Best Tomorrow Plan on paper: 1) 3-line time log of today, 2) 4-item plan for tomorrow with a star on your Most Important Task, 3) one 25-minute focus task with phone place, 4) two rest breaks.

Hint: Use your yesterday log, your star task, your phone rule and your rest.
Stuck? Open task final online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

What next?

Now learn any skill: an AI teacher writes a workbook just for you, helps when you are stuck, checks your work and gives you a skill badge.

growthgoal.in/learn