



TOPPERS HUB
ACADEMY

STUDY SKILLS BOOSTER

Time Management

Productivity Guide for Students

A free study resource by **Toppers Hub Academy**

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20 years • 10,000+ students • 500+ toppers • 5.0★ on Google

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Plan Your Week

- Every Sunday, write a simple plan of what to cover in each subject.
- Break big goals into small daily targets you can actually finish.
- Keep a to-do list and tick items off — progress beats worry.
- Fix regular study hours so studying becomes a habit, not a decision.

Study Smart, Not Just Long

- Use the Pomodoro method: 50 minutes focus, 10 minutes break.
- Start each session by revising yesterday's topics for 15 minutes.
- Pair a theory subject with a practice subject each day.
- Study your hardest subject when your mind is freshest.

Beat Distractions

- Keep the phone outside the study room — the single biggest time-saver.
- Study at a clean, fixed desk with everything you need ready.
- Tell family your study hours so you are not interrupted.
- Use website/app blockers during focus time if needed.

Balance & Well-being

- Sleep 7-8 hours; a rested brain learns faster.
- Take one lighter day each week to avoid burnout.
- Include some physical activity — it improves focus.
- Eat and hydrate well; energy fuels concentration.

Want a mentor to help you build a routine?

Message us on WhatsApp at +91 98916 12831 or visit toppershubacademy.odoo.com to book a FREE demo class and get your full batch details.