

# Time Management



## To-do lists

### Benefits of to-do lists

- Rewarding to cross off tasks and gives you a sense of accomplishment
- Helps prioritize your time more effectively
- Manageability of tasks and assignments
- Get all of your thoughts on paper
- Accountability toward goals
- Gives you an action plan

## Prioritization

### To prioritize your time more effectively...

- Make a conscious effort to choose what is most important to you.
- Organize your time around things that are high priority in your life.
- Create a schedule and stick to it.
- Concentrate on the most important things.
- Don't try to take on too much at once.
- Work to achieve balance in your schedule – your health and well-being should be a priority!

## Organization

### Organize your academics

- Use a planner or white board
- Write everything down in a master assignment list so you remember it all
- Make sure your class notes are easy to read and understand

## Procrastination

- Set goals and hold yourself accountable.
- Do school work when your energy level is at its highest.
- Work for realistic periods of time – know what works for you!
- Avoid study marathons and all-nighters by staying organized, prioritizing your tasks and planning.
- Anticipate what assignments/tests/projects are coming up.
- Mix activities – switch subjects, take breaks, alternate between the easy and difficult homework tasks.
- Create an effective workspace by avoiding distractions, having good lighting and a comfortable (but not too comfortable) location.
- Reward yourself when you've finished tasks on time.
- Use down time to work – when you're between classes, waiting for an appointment, etc.
- Utilize your resources and don't be afraid to ask for help.