

# Time Management

Tips to help you take control of your time and succeed in school & work

## Schedules



### Semester Calendar

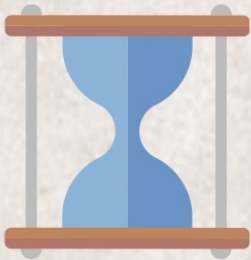
Record all assignment due dates & test dates. List known activities & work schedule.

### Weekly Schedule

Each Sunday prepare for the week ahead. Include things from semester calendar, review class notes, set up times during the week to do assignments & study for tests.

### Plan for the Day

Each evening, plan for the next day. Review calendar items, tasks that need to be done, & class notes.



## Priorities

Learn the difference between important and urgent.

Tasks fall into 4 different categories:

- high urgency/high importance
- high urgency/low importance
- low urgency/high importance
- low urgency/low importance

How Do You Spend Your Time?

Prepare Schedules

Effective Time Management

Priorities

Take Care of Yourself

## Make a time Diary

Take a week and plot what you do each day.

Include watching TV, social media, school &/or work activities, etc.



## Be realistic about setting priorities

Is it really important?

Set boundaries.

Learn to say "no".

Try to avoid over scheduling yourself.

Don't underestimate how long it takes to complete a task.

Pick 1-3 things to work on a day & put your focus into those.

Schedule uninterrupted time each day when you can focus on completing your tasks.

## Take time to enjoy life

Learn to rest & be still.

Learn a new hobby or improve one that you love.

Get outside & connect with nature.

Meet new people & enjoy the ones you know.

Explore new places.

Be thankful.

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