

TIME MANAGEMENT TIPS

→ Create a to-do list:

Writing down what needs to be done allows you to check things off a list, which then allows you to see your progress and relieve some stress. It also ensures that you don't forget to do something.

→ Prioritize certain tasks:

Prioritizing your tasks will ensure that you finish what is most important at the present moment to complete. If you have a few tasks that only take a couple minutes, you should still write them down and put some as a priority even if they are not. Doing this will guarantee that you don't feel like your tasks are impossible and take forever.

→ Break up tasks:

Break up your tasks into smaller tasks. For the same reason previously stated, it will make your tasks feel less impossible and shorter. For example, if you are studying for an exam, that task can be broken down into smaller tasks by chapter.

→ Take away distractions/get away from them:

In order to make sure you are using your time effectively, you should limit distractions. If a distraction for you is your phone, then you should set a limit for the time you are allowed to spend on your phone. If you find that this is not enough, then you can put it in a different room so that it isn't right in front of you.

→ Better to be early than late:

If you find that you struggle with being on time to certain places, then you should schedule more time in between what you have going on. For example if you have a dentist appointment from 1:30pm-2:30pm and want to get coffee with someone after, then schedule coffee for 3:00pm instead of 2:30pm. Chances are, your dentist appointment will run late. If you schedule coffee a bit later, it gives you a buffer between these two events.

→ Remember not everything will be perfect:

Trying to complete everything perfectly means that each task takes a bit longer. If you try to complete everything to perfection, you may not get to some of your other tasks. Keep in mind that almost nothing is ever perfect, and you shouldn't feel like everything you do has to be flawless.