



Tips for Managing Time

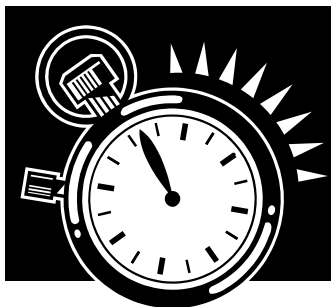
Time management refers to a range of skills, tools and techniques used to manage your time. Time management is essential to effectively accomplish tasks, goals, assignments and projects. Managing your time can help you meet deadlines, feel in control, achieve more, balance your life and have more free time. Below are tips to help you manage your time effectively and efficiently:

Tip #1: Get a planner

- Keep it with you at all times and refer to it often.
- Use it to record assignment due dates, test dates, reading assignments, appointments, and to do lists.
- Use different colored pens or markers to color-code tasks, assignments and events. This will help to personalize your planner and make it visually appealing.
- Use your planner to plan ahead. Planning ahead will help you be proactive and avoid procrastination.

Tip #2: Prioritize

- Make To Do lists. Order tasks from highest priority to lowest priority and cross tasks off your To Do list as you complete them. At the end of the day, look back at your To Do list and add tasks you were unable to complete to the next day's To Do list.
- Identify which tasks are important and which tasks are not important. Meet urgent deadlines and complete more important tasks before moving on to smaller, less important tasks.
- Complete larger tasks first. This will provide a sense of satisfaction and may motivate you to complete other tasks.





Tip #3: Avoid Procrastination

- Eliminate distractions. Silence your cell phone, turn off the TV and close your email. Eliminating distractions will help you avoid procrastinating and allow you to complete tasks more efficiently.
- Leave unimportant tasks off of your To Do lists. Having unimportant tasks on your To Do list will give you excuses to put off more important tasks.
- If you are dreading a task, find enough motivation to just start it! Often, the most difficult part about completing a daunting task is starting it. Once you have begun the task, you will have a better idea of how long it will take to complete the task and it may seem less daunting.
- Stay motivated. If your motivation begins to run out, consider dividing the task into manageable parts and completing a part each hour or day.

Tip #4: Set Goals

- Goals can be daily, weekly, monthly and even yearly!
- Write down your goals. Your planner is a great place for writing daily, weekly and monthly goals. Writing down your goals also allows you to see what you have accomplished and what you have yet to accomplish.
- Goals should be manageable and realistic. Unrealistic goals will only make you feel less accomplished at the end of the day, week or month.
- Goals should be specific and clearly defined.

Tip #5: Schedule classes around other responsibilities

- Identify which is more beneficial to you: spreading out your classes or scheduling them straight through the day.
- Consider other responsibilities such as work or family.

