

# HOW TO MANAGE YOUR TIME



## CREATE A TO DO LIST

Check the assignments due that week or the following week. Then write them done in a journal or put in a Word/Doc document. Where you can see it everyday.

## PRIORITIZE TASKS

Check the assignments that are due first and which take longer to finish.

Based on the due dates and how much time they need to complete, list them from "need to be finished first" to "can be done later"



## ESTABLISH TIME FOR HOMEWORK

Find out when is the best time and place for you to start your homework. And try to track the average amount of time it takes you to finish your homework.

## TAKE BREAKS

Take a break when you need it! But make sure to make it short, so 15-30 minutes for every hour of homework that you complete. Use a timer to time both your work and break time.



## FOLLOW THE SCHEDULE

Now that you have a schedule, follow it!

The more you follow it, the easier it is to stick to it and finish your homework on time.

