

TIME MANAGEMENT TECHNIQUES

Plan: Take time each week to create a schedule (time to study, workout schedule, goals). Stay on track with your schedule and make changes as new events arise. Remember to schedule breaks and time for yourself.

Set Realistic Goals: Be specific about your goals. Set goals you can accomplish.

Stay Motivated!

Tips:

1. Never dwell on failures, you can't change anything and it wastes time thinking about it.
2. Don't feel guilty about things you have not accomplished.
3. Find things in your day to day activities that bring satisfaction.
4. Set your clock five minutes fast to ensure you arrive on time.
5. Plan in the evening to set tomorrow's activities.
6. Use your time at school and in between classes wisely.
7. Get up early each day to get a head start if needed.
8. Have sticky notes with you to write notes or reminders down on throughout the day.
9. Revise your goals as new things arise.
10. Don't spend too much time on the computer (social media) or watching television.
11. Have a light lunch so you don't feel tired in the afternoon.
12. Allow extra time on tougher assignments or tasks.
13. Set your goals by priority level and eliminate those you don't need.
14. Find time for yourself. Spend about twenty minutes doing something you enjoy.
15. Eliminate nonproductive activities.

Ask yourself these questions:

- When am I most productive (morning, afternoon evening)?
- Where can I eliminate unnecessary tasks to have more time?
- Am I wasting my time (television, computer, etc.)?
- What is the best use of my time right now?