



## TIME MANAGEMENT

In order to better manage your time you must first be aware of where and how you are spending it. Many of us feel pressed for time, but do not assess where exactly we are spending all of it. Make your life more manageable by applying the suggestions below to your every day life. Managing your time more effectively will also reduce stress and anxiety.

**Purchase a Planner.** Plan your week by prioritizing all of your obligations. Organize your responsibilities according to their level of importance. Plan the day's events the night before or first thing in the morning. Tackle the hardest things first to get them out of the way.

**Learn to Say No.** Everyone appreciates your help, but you need to give yourself time to complete your own tasks first.

**Create Study Blocks.** Study each subject in 60 minute and then take a break. It is important to take breaks as studying for longer periods can overload your brain causing you to retain less information. Material that is more difficult to understand may require you to take more frequent breaks to allow your brain to absorb the information in increments and lessen frustration.

**Make Use of "Dead Time".** While you are sitting in the doctor's office or riding as a passenger on a business trip study your notes or flashcards.

**Evaluate Yourself.** Constantly look at where you can maximize. If you find yourself procrastinating question what it is you are avoiding. And reward yourself for completing tasks and sticking to your schedule!

**Remind Yourself.** You will find it easier to manage your time and work towards your goals if you place goal reminders in your home and office. Look at them from time to time to remind yourself why you are pursuing your education and what you need to do to achieve that goal.

**Assign Duties to Others.** Ask others to help you if you need assistance in completing the minor tasks on your weekly agenda. Explain to them how important pursuing your education is to you and how helping with a minor task is supportive of that.

**First Things First.** Prioritize your obligations in order of importance. If something can wait until next week then schedule it to be completed at that time. Concentrate on completing one task at a time.

Making the most out of your time will increase your productivity and decrease negative consequences of an unorganized schedule. You will wonder why you did not do it sooner! Another important tip is to remember to schedule time for the things you enjoy. Rewarding yourself for sticking to your schedule motivates you to continue to manage life's demands. If you would like more information on time management contact student services at 1-866-932-4692 ext. 2807.