organize your time . organize your life

TIME MANAGEMENT TIPS

- **use 3 main systems for time management:**
  -monthly calendars
  -weekly schedules
  -DAILY TO-DO-LISTs.

- **start with a monthly calendar (for whole semester)**
  -add deadlines, exams, important personal dates
  -keep it posted in front of you when you work
  -work backward from your deadlines when blocking weekly / daily study time.

- **then fill in a week calendar template:**
  -add fixed items, such as school and sleep
  -add non-study blocks, such as extra-curricular activities and practices
  -add study blocks
  -add fitness
  -add rest and free time
  -add FUN!
  -leave some blank space in big chunks, so that your schedule has flexibility
  -leave blank blocks ahead of exams or other big deadlines (a good "grace" period).

- **create DAILY To-Do-Lists:**
  -this list reflects what needs to be done NOW
  -it is a list of your immediate, small goals
  -cross off completed items as you complete them.

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TIME MANAGEMENT TIPS

- **reclaim fractions of time that gets wasted every day... and study in these moments**

  -when you are waiting around for appointments, waiting for the bus, etc, you can review some of your work

  -use flashcards, or one-page lists / study sheets to review your work whenever possible during fraction time periods.

- **keep your school work OUT of your free time**

  ... by studying in the blocks that YOU designate to studying.

  -do no school work in the blocks that you designate for your free time.

  -remember to balance your school work with fun and personal time.

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