

Time Management

- Establish short and long term goals
- Goals should be realistic, specific, and concrete
- Prioritize your goals
- Write down specific steps to achieve your goals
- Revise your goals every few months
- Use a daily planner and keep it with you at all times
- Make a 'To Do List' every day and keep it in your pocket planner
- Prioritize your daily list, arrange them in order of importance and do them in that order (check "teacher assignment" or "work due" first)
- Plan your day the evening before and get the things you'll need in the morning ready too!
- Take time to relax and breathe
- Use the Swiss cheese approach to time-management. Break up large or unpleasant tasks into smaller, more easily managed bits ("poking holes in large tasks)
- Get things you will need in the morning ready the night before
- Use travel or bus time to plan or read
- Start to work according to your plan. Try to start the same time every day. Minimize the time you waste.
- Plan a regular break too! Be realistic and reasonable.
- Keep your work area neat and well organized.