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# TIME MANAGEMENT

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Effective time management is crucial to reducing stress and accomplishing goals. By managing your time more efficiently, you'll be able to feel confident in your ability to meet both personal and academic challenges.

## **Establish priorities:**

Determine whether your tasks are "urgent" or "important." Do not fall prey to focusing only on "urgent" tasks. Rather, focus first on tasks that are both "urgent" and "important." Once you've completed these tasks, move on to your less-important "urgent" tasks.

## **Get organized:**

Start by finding an organization method that will work for you. Buy a planner or utilize a scheduling app on your phone. Once you've established a method of scheduling your time, remove any clutter that you've been holding onto. Clean out your backpack or clear off your desk. Throw away anything that is no longer useful, and store anything that you don't use frequently in folders or bins.

## **Schedule your time effectively:**

Dedicate yourself to the scheduling method you selected, and make sure to stick with it. Work on perfecting your method as you continue to use it. Color coordinate when possible, and group tasks together to the greatest extent possible. When you schedule tasks, make sure to schedule reasonably. Give yourself an adequate amount of time for travel or breaks between tasks. Do not overbook yourself.

## **Stop procrastinating:**

Do not put tasks that can be done now off for later. If you do not stick to your schedule and prioritization, both will become worthless. Remind yourself that by not procrastinating, you'll be less stressed and more efficient.

## **Manage time-wasters and avoid multi-tasking:**

Research has repeatedly shown that multi-tasking is not nearly as efficient as dedicating time to handle tasks individually. Although it's tempting to try accomplishing two tasks at once, try to finish one before starting the second.

Additionally, it's important to manage your time-wasters. Rather than responding to emails and texts as you receive them, set aside a few minutes every half an hour to respond to all of your messages at once.

Similarly, close all of your social media as you work. Schedule time to check Facebook or Twitter after you're done with the task at hand.

**Take care of yourself:**

Maintaining your mental and physical health is vital to managing your time well. If you feel focused and healthy, you'll be able to work more efficiently. Consequently, it's necessary to schedule time for yourself. Dedicate part of your daily routine to exercise and personal time. If you try to fill your entire schedule with work, you'll only burn yourself out. If, at any point, you begin to feel overwhelmed or depressed, schedule time to talk with a trusted friend or a counselor.