TIME MANAGEMENT

WHAT IS TIME MANAGEMENT? Time Management is making the best use you can of that most precious resource, time. It’s knowing:

- **A SYSTEM** for helping you meet your goals.
- **PRACTICAL TIPS** for using your time effectively.
- **HOW TO SUCCEED** when facing stumbling blocks or procrastination.
- **YOURSELF** – your habits, goals, and times during the day when you’re most alert and productive.

Time Management really means managing yourself. It’s a way to be happier, more effective, and more successful.


TIPS TO HELP WITH TIME MANAGEMENT

- **Keep a To Do List.** Add to it as tasks are assigned. Then transfer these tasks to your term, weekly and daily calendars as appropriate.
- **Keep your To do List and Calendars up to date.**
- **Carry your To do List and Calendar with you.** Neither will do you any good if you cannot review them.
- **Do difficult tasks when you are freshest and most energized.** Routine tasks can be done when you are at low ebb.
- **Organize your time for most efficiency.** For instance, if you have two classes requiring library research, try to select a block of time long enough so that you can work on both so you will spend less time running back and forth.
- **Schedule time to complete assignments early.** It is better to have an assignment done early than to risk late penalties because you encounter unforeseen or unexpected circumstances such as illness or computer failure.
- **Reward yourself when you accomplish a goal. 😊**