10 TIPS FOR SUCCESSFUL TIME MANAGEMENT

1. GET -- AND USE -- A CALENDAR OR PLANNER
Write down everything. Make checklists.

2. PRIORITIZE!
Get your schoolwork done before you have fun.

3. MAKE SURE YOU UNDERSTAND THE TASK.
Ask questions and get help if you need it.

4. PLAN AHEAD AND ALLOW FOR FLEXIBILITY.
Unexpected events can happen and you will handle them better if prepared.

5. DON'T PROCRASTINATE.
Waiting until the last minute will cause stress and result in lower quality work.

6. BREAK DOWN YOUR BIG PROJECTS INTO CHUNKS.
Estimate how much time you will need to complete the task. Do a little each day to stay on track.

7. STAY ORGANIZED.
Organize your class documents in a binder or folder.

8. SCHEDULE STUDY/HOMEWORK TIME.
You should have a designated time each day set aside to get your work done and stick to it.

9. RECOGNIZE AND AVOID YOUR DISTRACTIONS.
Learn to say no sometimes and focus on what you need to get done.

10. BE HEALTHY.
Self-care is important so that you are well enough to do a good job and stay motivated.