

TIME MANAGEMENT

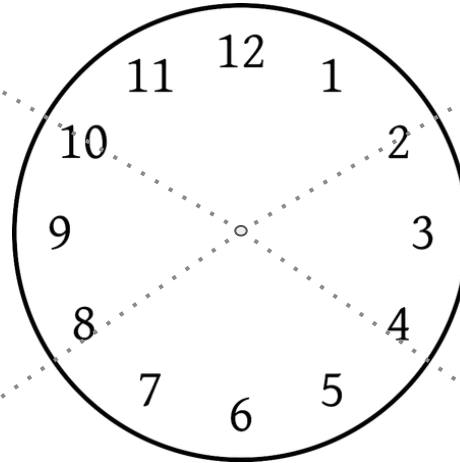
4 Assess & Improve

- ❑ Evaluate how long it took to complete each task.
- ❑ Modify schedule as needed.
- ❑ Seek support from [Advising](#) and [Learning Resources](#).

TIP: If you are struggling to stay focused, limit work time to 2 hours a session and take 10 minute breaks in-between.

3 Take Action

- ❑ Stick to your schedule to avoid procrastination.
- ❑ Complete harder tasks first.
- ❑ Set timers and reminders for each task.



1 Think Ahead

- ❑ Make a list of tasks for the following day and/or week.
- ❑ Review deadlines for each task.
- ❑ Anticipate how long each task will take.

TIP: While school is a top priority, don't forget to include meals, sleep, commute and leisure time in your schedule.

2 Plan It Out

- ❑ Prioritize tasks with tight deadlines.
- ❑ Break down large tasks into smaller and more specific ones.
- ❑ Do not cram, spread out tasks evenly each day.

Reminders

- Use [You Are Supported](#) worksheet to help you create a plan for improvement.
- Review [Beat Procrastination](#) handout if you feel stuck or unmotivated to complete tasks.
- Whether you are struggling or motivated to challenge yourself further, take advantage of services offered by [Learning Resources](#) (academic coaching, workshops, etc).