

## ORGANIZE AND PRIORITIZE!

### 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.

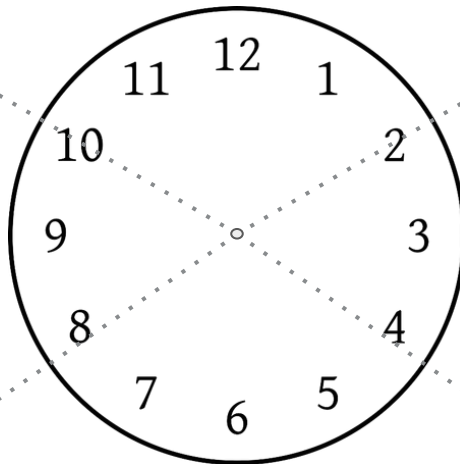
### 1 Think Ahead

- ☐ **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.
- Whether you are struggling or motivated to challenge yourself further, take advantage of services offered by [Learning Resources](#) (academic coaching, workshops, etc).

