Time Management Tips 101

(1) **Organize your deadlines for projects, exams, assignments.**
Do this early in the semester

(2) **Put all important deadline dates on a calendar.**
Put the calendar some place where you will always see it

(3) **Make a daily priority schedule or list.**
At the end of the day, see how much you accomplished

(4) **Make a weekly priority schedule or list.**
At the end of the week, see how much you accomplished

(5) Break a **Large Task** into **Smaller Parts.**
This helps you organize and manage your tasks and helps reduce stress

(7) **Plan** before **Studying, Working on Assignments & exam Preparation**.
Set your Learning and Task Goals First – this brings focus to your work and also makes your use of time more efficient

(8) Too **Many Important Tasks? Prioritize** them.
Make a short list of 3-4 most important things you need to get done and list these in order to importance

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