

What is Time Management?

The process of organizing and planning how to divide your time between specific activities.

Tips for Successful Time Management:

- x Understand that your time is valuable and limited
- x Establish a daily work plan
- x Set Priorities
- x Choose to take on single tasks vs. trying to get too many things done at once
- x Create SMART GOALS [Specific · Measurable · Attainable · Relevant · Timely]



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Pitfalls to Beware of:

Its okay to:

- x Leave yourself at least one hour for unplanned tasks or events every day
- x Accept it is OK to say NO to commitments not within your schedule
- x Take breaks from studying or doing a routine task ²give yourself time to re-fresh



How to Guide:

CREATE TODO LISTS