

## WAYS TO MAKE THE BEST USE OF YOUR TIME

- Use short- and long-term schedules (e.g., daily planner, “to do” list).
- Set daily priorities and focus on the most important items.
- Don’t schedule more than you can handle during any time segment.
- Study when you are most alert (e.g., if you are a “morning person”, schedule study times early).
- Use the 5- and 10-minute blocks of “in-between time” during each day to accomplish something related to your goals (e.g., take the 10 minutes before class to review your notes or check out a book you need from the library).
- Keep your notes and study materials organized and easily accessible.
- Keep your study area uncluttered.
- Prepare for your day on the night before (e.g., clothes ready, lunch made, “to do” list set, materials organized and ready to go).
- Learn to stay focused and attentive so you don’t have to repeat tasks.
- Begin projects with the intention of completing them and then continue working at least until you have made some progress. Make a note to yourself concerning your progress so you don’t have to cover that material again.
- Delegate tasks or responsibilities whenever possible.
- Say “no” to requests from friends, family and work when you do not have the time to give.
- Avoid interruptions when studying (e.g., mute your phone, turn off the computer & TV).
- Do low-priority tasks during the times you are least alert.
- Plan time for relaxation and enjoyable tasks; it is important to have time to “recharge”.
- Check ahead whenever possible for hours of operation, reservations, directions.
- Use travel time efficiently and productively (e.g., reading/reciting, listening).
- Set aside blocks of time to manage phone/Internet tasks.
- Run errands efficiently--avoid multiple trips by trying to do as many of your tasks as possible when in a particular area.