

Making the Most of Your Time

6 WAYS TO MANAGE YOUR TIME WISELY



1.) FOCUS ON HABITS

Create habits that make it easy to get things done because you no longer have to think about it. **Set aside daily study sessions to work towards study, reading, or projects so you finish at least one day before the deadline.** Make these study sessions a daily habit, no matter how far away the deadline is.

2.) REFLECT

When things go wrong or you don't get the results you are hoping for, reflect on the behaviors and situation that led to the failure. **What went wrong and how can you make changes to improve the chances of success the next time?**



3.) SWITCH IT UP



Take breaks. Switch tasks. Find a way to make your activities fun. When you have been working for a while and are feeling restless, try changing modes. **Switch from computer to paper or dictate your ideas, work with a friend or draw it out or act it out, or talk aloud to yourself.** These other modes may not be as efficient, but they may give you fresh energy to help you keep going.

4.) PRACTICE SELF-CARE

Exercise regularly. Get enough sleep. Pay attention to what you are eating. Spend time in activities you enjoy. Taking care of yourself gives you the energy you need to tackle all of your work.



5.) USE THE "20 MINUTE" RULE

Set a timer and get started on one of your tasks. This helps keeps your mind fresh, focused, and inspired. More often than not, the act of getting started is more difficult than the activity itself.

6.) DO ONE THING

When you find yourself hesitating to start, think-- "What is one thing I could do right now?" rather than "I should finish this huge project in one sitting that I don't even want to start on."

