

# Time Management

Time management is pretty straightforward—so long as you know how to prioritize, set limits, and adhere to your goals. Here are some tips you should remember to follow:

- Balance work/school-related and non-work/school-related tasks—personal time matters too.
- Though deadlines must be met, it's essential to make and stick to strict boundaries.
- For example, "I'm going to finish my homework by 7 pm and relax from 7-7:30 pm."
- Figure out when you have the most energy and do difficult tasks at those times.
- Prioritize important projects over those that matter less.
- Group similar tasks together, but be careful of trying to multitask—it doesn't generally work out.

**Step 1:** Get an understanding of what your schedule looks like by listing all the tasks you need to accomplish for the upcoming week in the spots below. Label each task from most (1) to least pressing (2+) depending on how long you have to complete each of them.

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

**Step 2:** Now, keep the time-management tips in mind as you fill in an in-depth schedule, depicting what tasks need to be completed tomorrow. Use the pre-designed schedule attached to complete both parts of this step.

1. Prepare the blank schedule attached with the following markers.
  - a. Gray out the hours that you're usually occupied on any given day.
  - b. Highlight the times you usually have more energy with a yellow writing tool.
  - c. Decide when you want to schedule personal time.
2. Fill in your daily tasks.
  - a. Place all high-energy or priority activities in or around the yellow highlighted times.
  - b. Fill in the rest of your tasks. Plan to do the highest priority tasks first and the less important ones last. Don't place any tasks within your 2-hour personal time unless those are things you enjoy doing.

# Attachable Schedule Example

**Note:** You're able to prioritize the tasks given to you in Step 1 into any of the white rows on the schedule below—grayed-out rows mean that the entire hour is already spoken for.

Time	Task
6:00 am	
7:00 am	
8:00 am	
9:00 am	
10:00 am	
11:00 am	
12:00 pm	
1:00 pm	
2:00 pm	
3:00 pm	
4:00 pm	
5:00 pm	
6:00 pm	
7:00 pm	
8:00 pm	
9:00 pm	
10:00 am	
11:00 pm	
12:00 am	