

# Time MANAGEMENT



## To-do list

There are many apps and features on your computers and phones that can help with this. Or, you can simply write a list of your tasks down on paper. Either way, create a list and then, as you complete tasks, make sure to check them off. Doing this releases dopamine and creates momentum for completing other tasks.

## Prioritize

Spend time organizing your list by priority. What has to get done first? Are there small tasks that could be completed quickly to create more space and energy for the larger tasks? Much like the first tip, this tip can help build momentum towards completing your task list.

## Break it down

Try breaking the larger tasks into smaller pieces. Have a paper due? Complete an outline first, then focus on one section of the paper at a time. A test over several chapters? Take studying one chapter at a time. Make sure you schedule short breaks between steps.

## Limit distractions or remove yourself from them

Try to keep distractions to a minimum. If it feels uncomfortable not to look at your phone for several hours, try only allowing yourself 5-10 minutes on your breaks. If there are too many people coming in and out of your room, or the library is too loud, find somewhere else to study. There are a lot of quiet spots on campus to study.

## Take breaks

Every 60-90 minutes, schedule a 5-10 minute break. Move around, get something to drink, text with a friend, or watch something funny. Scheduling breaks is just as important as scheduling tasks.

## Create a reward system

Create a reward for completing tasks. This can be treating yourself to coffee, watching something, hanging with friends, or anything else that feels like a reward for hard work. Rewarding yourself after completing tasks can help create a positive association making future tasks less stressful.

## Allow yourself to not be perfect

Work hard and do your very best but accept that perfection isn't possible. Give yourself permission to accept this truth.

