

Time Management

- Do you feel as if time were an enemy?
- Do you feel so overwhelmed with tasks that you are unable to enjoy life?
- Are you losing sleep worrying about how you're going to get everything done?
- Do you become easily distracted when trying to accomplish tasks?

We all have 24 hours in a day. The key is to discover what's really important for you to do and to do those things well!

Make a Master Schedule and "To Do" List(s)

- Block out all class times and any other fixed time commitments, such as work or organizational meetings.
- Block out time for the basics of daily living-eating, sleeping, personal maintenance, travel.
- Plan and block out study time for each final test or paper.
- Know your high energy and "down" times during the day and use them wisely.
- Keep daily to-do lists visible throughout the day.
- Follow a daily routine.
- Use bite-size tasks: Break up lengthy assignments into smaller portions. This way, you can more easily set (and reach) realistic goals.

Murphy's Laws:

- Anything that can go wrong will go wrong.
- Everything takes longer than you think it will.
- "Parkinson's Law" -- Work tends to expand to fill the time allotted.
- Balance your activities --schedule de-stressing times to allow yourself to unwind.
- Schedule reward times for using study time effectively.
- Schedule social activities, including time for just chatting.
- Keep your schedule flexible! Many experts advise allowing 2 hours of unscheduled time in a 24-hour-period.
- Now review your schedule: Is it realistic? Can you stick to it?

Focus, Be in the "Here and Now", and Practice Mindfulness

- Be present in the present moment.
- When you catch yourself being distracted, say to yourself, "Refocus". Do this as many times as needed!