

Tips for Time-Management

1. Set goals for yourself- what do you want to get done tonight, tomorrow, this week?
 - Prioritize accordingly (what is the most important?)
 - Get rid of nonessential tasks
2. Think about how long each task will take
 - When we know we have a lot to do we can think it will take hours and end up procrastinating- how long do you think each task will actually take?
 - Block it out in your calendar and realize how much time you will have left!
 - Be flexible- some tasks may take longer than you thought and some may take less :)
3. Do your work in chunks
 - Set your timer for 20-30 minutes while you work on an assignment
 - Set your timer for a 5-10 minute break (walk outside, get a snack, play with a pet, etc.)
 - Come back ready to work for another 20-30 minutes
 - Repeat until your work is done
4. Use time-management tools
 - Planner
 - Homework App
5. Reduce distractions
 - Put your phone away (I know it's hard but you can do it!)
 - If you can't put your phone away use the app [Forest-Stay Focused](#) to keep yourself from scrolling
 - If music helps you focus-use it!
6. Stay organized!
 - Establish routines and stick to them
 - Start small and work your way up
7. Try not to do homework at night
 - Use your Fridays to get caught up on work and then have Saturdays/Sundays be your free days
8. Studying for a test? Do not cram the night before!
 - Study for 15-20 minutes a day until the day of the test
 - For more test preparation resources click [here](#)
9. Reward yourself!
 - Once you have reached a goal reward yourself (maybe with some ice cream!)
 - Have your parents help you with this

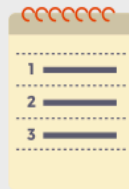
Time Management Tips for Learners

By Bridget Sole



set long-term goals

It's hard to reach your destination if you don't know where you're going. Set short-term goals which will lead you to your long-term goals



write to-do lists

these are reminders of important tasks you need to prioritize.



prioritize

Decide what tasks need to be accomplished first. This will help you plan your week.



budget your time

create a weekly schedule to help you decide how much time to spend on your activities, rest and work.



find a dedicated space & time

have a dedicated space free from distraction where you can get your work done.



Don't be afraid to say NO!

Sometimes you have to decline social activities to make time to study.