

# TIME MANAGEMENT TIPS

<https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time>

Georgian College link - <https://library.georgiancollege.ca/c.php?g=1240&p=4248> Follow link then click on Time Management

Ted Talk Videos: <https://youtu.be/TvwJlZZh7Us> <https://youtu.be/rUO8Qvcs7cY>

- **Make a to-do list every day** - Put the most important tasks at the top, even if they're things you're dreading, and tackle them first. Include things you want to do on your list too, so you have items you're looking forward to. Try motivating yourself with a reward if you get to everything on your list.
- **Don't be afraid to say no** - It's OK to say no to friends and social media distractions. Set a time to get back to them during a scheduled break or after you have accomplished a specific number of items on your list
- **Find your productive time** - Are you a morning person or a night person? You'll be more efficient if you work when you're at your best.
- **Create a weekly schedule including dedicated study time** -Set up a time devoted only to studying or homework. Shut off your phone and respond to calls or texts when your work is finished. Don't check email or surf the Web (except when you need to for the work you're doing) during this time either.

- **Budget your time** - Figure out how much time you usually spend on your activities and then create a weekly schedule to follow. Determine how much free time you have before you add any commitments. And don't forget to schedule time to relax, exercise and do things you enjoy.
- **Don't get sidetracked**

If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what's at the top. Maybe you're procrastinating because you're not sure how to move forward on a school project. If that's the problem, check with your teacher to clear things up so you can get moving.

- **Get a good night's sleep**

Your brain needs rest to perform at its peak. If it's time to sleep, list the things you still need to get done on the next day's to-do list and go to bed.