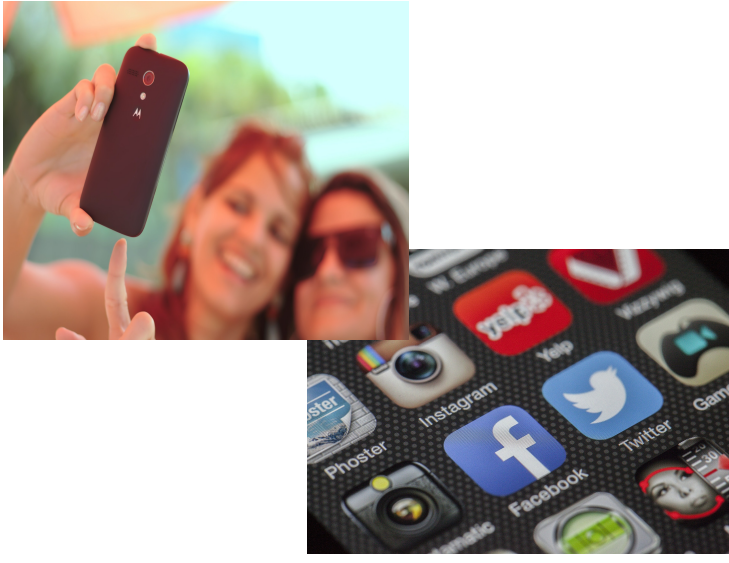


How to manage your TIME

and use it effectively.

1. Stay off your phone



Getting onto social media will distract you and put off your study time.

2. Prioritize study over your job



Look for a job that has flexible hours, and will let you work during times that you normally wouldn't study or attend class.

3. Make a schedule



Use a paper or digital calendar that will allow you to plan activities. Furthermore, it is useful to refer back and check past assignments.

4. Sketch out deadlines



Write down all assignments and highlight due dates on your calendar. This will help you be aware of some weeks that are busier than others.

5. Set reminders



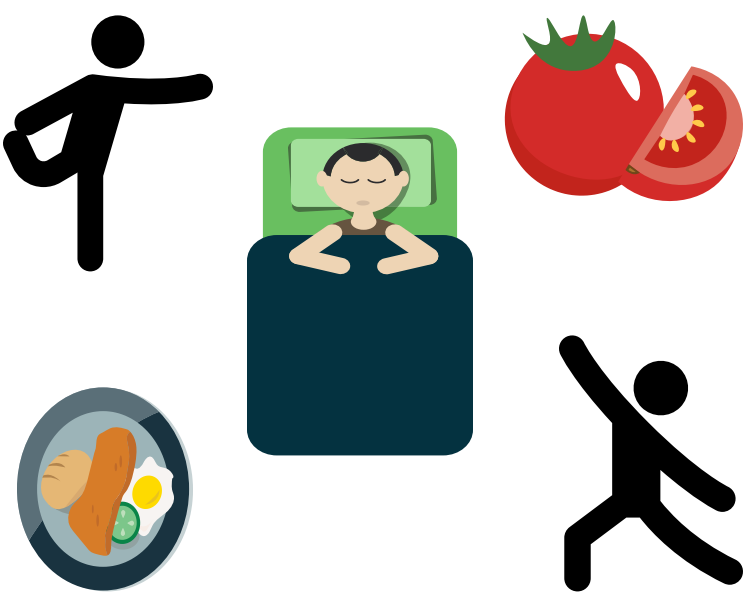
It is important to use a phone to set daily or weekly reminders, or leave post-it notes where you will see them.

6. Know your best study time



Schedule study time during the period of the day when you are most focused and concentrated.

7. Make time for sleep, well-balanced meals, exercise



Your success also depends on your mental and physical well-being.

8. Make time for things you enjoy.



All work and no play makes Jack a dull boy.

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