Time Management Tips

1. Start each day writing down your daily MITs- Most Important Tasks
   • An excellent starting point is to look at your course syllabus for upcoming assignments, quizzes, and tests.

2. Create a to-do-list and set a timer for each task
   • Creating a list is an effective way to plan and organize your task.

3. Set a schedule and include breaks
   • Establish a routine that works best for you and will help you optimize your time.

4. Know your deadlines
   • Familiarize yourself with your due dates and update any schedule changes.

5. Set reminders
   • Utilize alerts and apps on your phone to help you remember important dates, upcoming events, and tasks.

6. Learn to say No
   • Try to avoid overcommitting to things, saying no will allow you to prioritize your time.

7. Block out distractions
   • Stay focus on the task at hand by putting your phone on silent or Do Not Disturb.
   • Work in a quiet location in an upright position. Try to avoid laying down while completing the task.

8. Avoid Multitasking
   • Splitting attention between more than one task at a time is not an effective way to learn.