

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.



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