

# Time Management Tips

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## 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 tasks.

## 3. Set a schedule and include breaks

- Establish a routine that works best for you and will help you optimize your time. The Pomodoro Technique is a helpful scheduling tool and is linked on the WASC webpage

## 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, events, and tasks.

## 6. Learn to say No

- Try to avoid over-committing to things; saying no will allow you to prioritize your time.

## 7. Block out distractions

- Stay focused 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 reduces productivity and inhibits learning.



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