

Use some type of **planning system**, whether it is a paper planner, a digital one, to-do list, notepad... Make sure you schedule *EVERYTHING*, so you are prepared and never forget.

PRIOTITIZE! Have a big list of to-do's or homework? List them all in a random list, but then re write it in order of importance so you know what to focus on.

Be Flexible! Leave some leeway in case plans change and remember that 100% perfection is not for everything!

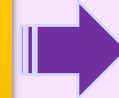
What is Time Management?

Organizing and *PLANNING* our time to make space for what you need as well as want to get done- freedom!
WORK SMARTER!

Tools for Time Management!

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1. You could run your day... Or else the day might run you! You got this!
2. Remember that your worth is NOT defined by productivity. Do your best, but don't sweat the rest.
- 3. Do something your future self will be THANKFUL for!!! :)***



Set a Time Limit:

For each task, set an average amount of time you think it will take and try to stick to it as much as you can, so you can make sure everything gets done.

Take away distractions:

Your phone notifications, access to social media or your phone, any extra tasks, not having materials, etc., so you can get down to the work you have in one go!

Split it Up! If you have a big project or a complicated and time-consuming task, break it up into the smallest possible sub-steps (like pick the topic, write an intro, etc.), so you can keep track and check it off! You will be more motivated to get it done if this works for you!