

## Time Management Tips

### Prep the night before

- Pack your lunch and backpack
- Finish studying before you go to bed
- Set a bed time and create a space of 15-30 minutes to transition to bed.

### Schedule your time

- Create a start and end time for homework
- Schedule breaks at regular intervals

### Find a way to keep track of assignments that works for you

- Planner
- Monthly, weekly & daily to do lists
- Apps for your phone – wunderlist, evernote, focus booster, focus at will
- Estimate how long each assignment will take

### Remove distractions

- Take a break from your phone
- Know if listening to music is helpful and what kind. Create a study playlist e.g. Explosions in the Sky, Sigur Ros

### Have a designated place to study

- Do not study on your bed. Make sure you are sitting upright while studying as your body retains information in the position that you were in while studying. If you are taking a test while sitting in a chair, then it is best to study while sitting in a chair.

### Learn the importance of saying no

- You can't do it all and that is ok.
- Remember that every new yes impacts your prior commitments

### Establish priorities

- Not every task is equally important

For more tips, check out this website -

<https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time>