



Time Management Tips

1. **Sort your life.** Are friends important to be around at this time? Do you find yourself on the internet a lot? Are you someone who goes to the library to study in a quiet environment? Do you typically need a place with a lot of support?
2. **Prioritize your weekly schedule.** Any educational/academic studies or work tasks must come first, then extra curriculum activities, and then social life. Ask yourself questions like, if I spend my time doing this, will I still have time to complete the items that are highest priority?
3. **List the exact due dates for events, projects, essays, and other goals.** This will greatly help alert you when things need to be done by. Next, sort extracurricular activities. Any activity dealing with scholarships should be placed before the Elective or After School ones. Then, input non-educational events, such as babysitting, miscellaneous jobs, etc. Finally, **Treat Yo'self** for a night out with friends.
4. **Think about Quick Wins.** Quick wins are things that you can do right now, and motivate you to keep accomplishing more.
5. **Set a time limit on how long you work on each task.** Don't go overboard on one task and forget that you have several others to catch up on before going to bed or leaving the office. Also, don't rush through studying; take your time and concentrate. You may want to set an alarm clock at a certain hour, so when it rings, go to another subject, and reset the alarm.
6. **Get at least 6-9 hours of sleep.** If you have more or less sleep than you should have, you may start lacking in your coursework and become lazy because of the urge or want to sleep. Remember that sleep is a good thing, and must be in balance with a healthy life style.
7. **Go over your scholarship essays and college applications with someone you trust.** It's always a positive action to get parents involved in students' lives by sharing opinions about futures and careers. If this is not possible, share it with a school counselor. Not only that they will give their opinions, but they have the ability to search what college classes or majors is within your preferred goal.
8. **Think of how non-educational activities are affecting your schedule.** If you are babysitting, compromise with the mother on set days and times that goes around your academic life. If you cannot commit to your studies because of football practice, then you must take action. When something gets in the way, you need to drop it, even if it's temporarily. How much time are you on Facebook? Netflix? Online games?
9. **Don't neglect your health.** Just because you're short of time doesn't mean you should live on junk food. Try to get your fruits and vegetables every day. Remember to exercise at least 30 minutes a day. Doing these things will support mental, physical and emotional function. You can put these items on your schedule too!



10. **Feared Things First.** Don't avoid a task or a project because you are anxious about its completion. This can lead you to procrastinate. If you start your day with the most difficult tasks first, the rest of the day will be a breeze for you.
11. **Practice being Disciplined and Focused.** Following your calendar and to-do list will take practicing self-discipline maintaining focus. Discipline isn't only for those who are in the military. Despite our best efforts, we don't manage time because there will always be only 24 hours in a day. We can only manage ourselves. The best way to focus and be disciplined is to set a routine. Humans crave patterns and want to know what to expect.
12. **Motivation.** If you are having difficulty with tasks or completing goals, check out your motivation. What are you aiming for? Why are you aiming for it? Why is it important to you? It will take motivation to reach your goals.

Bonus: Do what works for you. Part of finding what works for you is being flexible and figuring out new ways that fit you. Ask around and look at how others complete their homework, scholarship essays and work projects. Find an organizational mentor. The sky is the limit!