



# 3 Steps to Manage Your Time Better



## 1- Analyze



- What do you normally do with your time?
- What are some things you need to get done today?
- What have you currently done today?

## 2- Itemize & Prioritize



- Make lists of things that need to get done and see which need to be done first!
- Is there any urgency or deadline for the things needing to be done?
- Be realistic! Don't try and do too much at once.

## 3- Organize



- Tracking important deadlines is super important to allocating the right amount of time to an assignment!
- Organization fights off procrastination and cramming!

## Have you tried these?

- Daily & weekly planners (digital or physical)
- Making to-do lists
- Bullet journaling
- Reminders
- Reducing screen time

## Productivity Tips:

- Allocate small breaks to recharge throughout the day
- Dedicate specific hours to studying
- Turn on Do Not Disturb
- Be kind to yourself
- Be realistic on how long a task will take