

# HOW TO EFFECTIVELY MANAGE YOUR TIME DURING FINALS (AND ALWAYS)!



**GET ORGANIZED:** use a calendar, planner, or organizer to outline important events, deadlines, and due dates. Also, make sure to physically pencil-in study hours and homework time into your schedule. Keep a written account of key events and carry it with you. Make sure to consult your planner frequently in order to stay on task.

**CREATE A PLAN:** plan out your day before it unfolds. For morning people, plan out your day that morning. For others, plan ahead the night before. This plan will give a broad overview of how you might expect your day to pan out. Try to stick to the plan as closely as possible. It'll feel great once you're able to cross items off of your to-do list!

**PRIORITIZE:** plan on working on the most urgent tasks first. Have a paper due in two days? Make sure to complete it before studying for your exam that is in two weeks. Also, try to group similar tasks together. This will increase speed and efficiency when it comes to completing your work.

**SET MANAGEABLE GOALS:** don't bite off more than you can chew. It is okay to say "no" to extra tasks that may leave you feeling spread too thin. Remember, it is about quality, not quantity. When tackling various tasks, devote a reasonable amount of time per day to each one. When studying, for instance, set a timer for 60 minutes and continue studying until the alarm goes off. After 60 minutes, if you're on a roll and can afford some extra study-time, try adding 15-minute increments to the timer in order to keep the momentum going. If you find that you're exhausted or have other assignments to work on, use the timer as a signal that it is time to move on.

**FOCUS:** try not to multi-task when completing homework, working on assignments, and studying for exams. It is important to devote your entire attention to one task at a time. By focusing solely on what you are doing, you'll find that you're more efficient that way. In order to increase your focus, make sure to get plenty of sleep each night and eat breakfast each morning.

**ELIMINATE DISTRACTIONS:** make it a rule that you will only check email, social media, and text messages in between tasks. If you are using the internet, be sure to close out any tabs that do not directly relate to your assignment. Put your phone on silent and retreat to a quiet area while putting up a "Do Not Disturb" sign, should you find that to be helpful.

**TAKE BREAKS:** self-care is essential, particularly during times of high stress. Make sure to schedule time into your day to partake in an activity that you enjoy. Whether it is a quick workout at the gym, watching 30 minutes of reality TV, or having a brief phone call with your family, it is important that you have time to tend to yourself and the activities that make you happy and healthy!