20 USEFUL TIME MANAGEMENT TIPS

1. Complete the most important tasks first.
This is the golden rule of time management. Each day, identify the two or three tasks that are *most crucial* to complete and do those first. Once you're done, the day has already been a success. You can then move on to other things, or you can let them wait until tomorrow.

2. Learn to say 'no.'
Making a lot of time commitments can teach us how to juggle various engagements and manage our time. However, you can easily take it too far. At some point, you need to learn to decline opportunities. Your objective should be to take on only those commitments that you *know* you have time for and that you *truly* care about.

3. Devote your entire focus to the task at hand.
Close out all other browser windows. Put your phone *away*, out of sight, and on silent. Find a quiet place to work or listen to some music if that helps. Concentrate on this one task. Nothing else should exist. Immerse yourself in it.

4. Get an early start.
Nearly all of us get plagued by the impulse to procrastinate. It seems so easy, and you always manage to get it done eventually, so why not? However, this can harm your level of productivity that is conducive to doing your best work. Always try to start assignments and studying at least *one week* before they are due or before an exam.

5. Create an organizing system.
Being organized saves tons of time, and you do not have to be the most ultra-organized person for it to work. Utilize a simple planner, quarterly/ weekly calendar, or to-do list to stay on top of things. Create a filing system for your document, label important emails, and etc. Streamlining is key!

6. Don't let unimportant details drag you down.
We often allow projects to take much longer than they have to be by getting too hung up on small details. If an idea is not coming to fruition, move on from it and come back to it with a clear mind.

7. Turn key tasks into habits.

If you have weekly assignments and reading to complete for a class, make working through them a routine. For example, read 15 pages a day or schedule to complete the assignment by every Wednesday, if due by Friday.

8. Be conscientious of the amount of TV/Internet time you utilize.

Time spent watching Netflix or browsing In Instagram/Facebook/Snapchat can be one of the biggest drains on productivity. Make sure you are minimizing the time spent on these activities and saving its use for study breaks or self-care activities NOT during study time.

9. Delineate a time limit in which to complete a task.

Instead of just sitting down to work on a project and thinking, "I'm going to be here until this is done," try thinking, "I'm going to finish this in two hours." And remember that it is okay if you do not complete a large task. You can always break it apart and come back to it.

10. Leave a buffer-time between tasks.

When we rush from task to task, it's difficult to appreciate what we're doing and to stay focused and motivated. Sometimes moving from task to task does not allow for us to do our best work as well. So try to reserve at least 30 minutes for breaks in between bouts of work.

11. Do not think of completing the totality of your to-do list.

One of the fastest ways to overwhelm yourself is to think about your massive to-do list. Realize that no amount of thought will make it shorter. So, it is completely fine to leave some items unchecked.

12. Exercise, eat healthily and try to get 7-8 hours of sleep.

Numerous studies have linked a healthy lifestyle with higher levels of work productivity. Getting enough sleep, exercise, and eating healthy boost energy levels, clear your mind, and allow you to focus more easily.

13. DO LESS!

Slow down, notice what needs to be done, and concentrate on those things. Do *less* things that create *more* value, rather than *more* things that are mostly empty.

14. Utilize weekends, just a little bit.

Aim for studying and completing assignments for only 2-4 hours/day on the weekend. Leave yourself plenty of time to recuperate from the hectic school week with self-care activities.

15. Do something during your waiting time.

We tend to have a lot of downtime where we do not do much. Waiting in line for food? On a long bus ride? Then pull out a reading you need to complete or some flashcards to go over.

16. Lock yourself in!

No distractions, no excuses.

17. Commit to your plan to do something.

Be resolute. Be committed. Be *professional* about it, and follow through. A firm will to accomplish what you decide to accomplish will take you anywhere.

18. Batch related tasks together.

Let's say that over the weekend you need to do two chemistry assignments, write one essay, and make two videos for a videography class. Rather than approaching this work in whatever order you feel, group the like tasks and do them consecutively.

19. Find time for stillness.

In our hectic and fast-paced world, too many people do not find the time to just be still. Yet, it is extraordinary what a stillness practice can do. Action and inaction should both play a key role in our lives.

Discovering time in your life for silence and non-motion reduces anxiety and shows you that there is no need to constantly rush. It also makes it easier to find your work pleasurable and worthwhile.

20. Eliminate the non-essential.

Our lives are full of excess. When we can identify that excess and remove it, we become more and more in touch with what *is* significant and what *deserves* our time.