

Time management

Do:

- Make a schedule/To Do list*
 - o Short: long term*
- Establish a routine
 - o But be flexible*
- Be realistic about time requirements/demands*
- Use time efficiently *
 - o Eg. When on bus, e-mailing
- Get a calendar to schedule your time **
- Establish priorities/deadlines *
- Write things down (hard copy)
- Keep a balanced life (decrease stress) – go for a walk, bake cookies
- Seek advice/help from others
- Block certain websites during key hours (decrease procrastination)
- Clarify common questions on Connect or blog
- Be clear on when you will respond to emails
- Exams: mark question by question
- Papers: organize by quality (eg. After reading one section)

Don't:

- Forget to eat!
- Be too strict (increase stress)
- Procrastinate (minimize)