

# Time MANAGEMENT



Time management can make or break your success. Mastering it helps balance your well-being and coursework.

# 1

Take 10 minutes each day to review your calendar, adjust your schedule, and prepare for the day ahead.

# 2

Plan backwards from exam and project due dates. Set milestones and deadlines, then add them to your calendar.

# 3

Schedule fixed times first, like classes and study sessions. Plan work, social activities, and errands around these. Break study time into sessions with breaks.

# 4

Keep a to-do list for extra tasks and work on it during breaks. Be realistic about time needed for tasks and adjust as needed. Allow time to relax and reward yourself for good time management.

