

TIME MANAGEMENT HINTS FOR STUDENTS

WAYS IN WHICH TIME IS WASTED

- Through procrastination (Don't put off for tomorrow what you can do today!)
- Don't do things half way
- Doing things that you shouldn't be doing at all
- Unexpected visitors
- Lack of priorities and deadlines
- Personal disorganization
- Attempting to do too much at one time

WAYS TO SAVE TIME

- Have all the materials you need to get the assignment done in once place at home
- Make a list each morning of "things to do;" Prioritize items according to importance
- Keep and use a daily agenda/calendar
- Have a place for everything; Have everything in its place when it is not being used
- Keep a list of goals and objectives
- Do what you need to do now, get started immediately
- Know where your time goes
- Stop working on assignments when they become unproductive; take a break; go back to work as soon as possible
- Rise early and go to bed early - Rest is important!