

TIME MANAGEMENT

Prioritization & Scheduling



1

Organize!

- Take time the night before or in the morning to consider what you have to do
- Create a To-Do list, keep it with you and cross off things when completed
- Be specific (i.e., instead of "run errands," write which specific errands)
- Break tasks into smaller chunks
- Color coordinate activities based on category (work, personal, leisure)

2

Prioritize!

- Rank these activities using a letter (A, B, C) or number scale (1, 2, 3, 4, 5)
- Taking on too much? Delegate tasks that can be done by others. Eliminate low priority tasks from your list and make note to do them in the future

3

Schedule!

- Begin with scheduling in non-negotiable tasks such as class, work, or other appointments
- Create a routine with sleep/wake schedules, meals and exercise
- Include travel times and meal prep
- After these activities are set, schedule other activities according to the order that you ranked them above
- Don't over schedule - increase efficiency and avoid burnout by allowing for breaks, variety, and restoration
- Leave open time in your schedule to allow for things that may come up unexpectedly
- Schedule in rewards for getting your work done

4

Improve your awareness of time!

- Wear a watch and/or put clocks in your bedroom and work space
- Time yourself doing activities you might "get lost in" or are easily distracted by (i.e., social media)
- Set a time deadline instead of a completion deadline