

# Time Management & Study Skills

## ◆ TIME MANAGEMENT STRATEGIES ◆

### ***Budget your time***

- ◆ Make a daily schedule template to plan your day
  - ◆ Use time-blocking for your day
  - ◆ Set a dedicated study time
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### ***Set reasonable goals***

- ◆ Make a to-do list for every day
  - ◆ Most important on top (even if your least favorite)
  - ◆ Break large projects into smaller, actionable tasks
  - ◆ Keep a balance in tasks
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### ***Discover your most productive time***

- ◆ Are you an early bird or night owl?
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### ***Take breaks at the right times***

- ◆ This will manage productivity
  - ◆ Research shows we crave breaks after 90 minutes of intense work
  - ◆ Listen to your body: sleepiness, fidgeting, hunger, or loss of focus indicate it is time to take a break
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### ***Don't try to multi-task***

- ◆ Research shows we are 500% more productive when we deeply focus
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### ***Take care of yourself***

- ◆ Don't be afraid to say "no"
- ◆ Maintain a healthy diet and drink enough water – athletes need more water
- ◆ Get adequate sleep – the more tired, the less productive we become
- ◆ Keep a balance in tasks

◆ STUDY SKILLS ◆

- 1 **Time Management.** Understand your available time and plan ahead in order to utilize it properly
- 2 **Flexible Thinking.** Don't get "stuck" if something unexpected happens
- 3 **Reasonable Goal Setting.** Gives you a positive outlook about your progress and accomplishments
- 4 **Organizational Skills.** Self-manage your workload and extracurricular activities, and keep an organized room, desk, and other spaces
- 5 **Prioritization.** Learn what is most essential to tackle first and what can wait until a later time
- 6 **Habit Building.** Manage school assignments and workload at large through healthy habits to alleviate anxiety and have something positive to work toward
- 7 **Efficient Note-taking.** Learn what kind of notes work best for you by taking notes in different formats; use what works best for you
- 8 **Using Study Tools.** Use the right digital or traditional study tools for your needs
- 9 **Test Preparation.** Create a study plan that covers the appropriate material and instills a sense of confidence so you can approach the test with limited anxiety
- 10 **Self-care.** Stay in your "A" game through healthy habits: diet, sleep, exercise, stress reduction, time for yourself

◆ Need help? Please contact Sharon South for assistance. ◆

[south.svs@subject.com](mailto:south.svs@subject.com)