

8 WAYS TO TAKE CONTROL OF YOUR TIME

Make a To-Do List



Put the most important tasks at the top and tackle them first. Cross off items when completed.

Create a Dedicated Study Time



Set up a time devoted to studying or homework in an environment with limited distractions.

Keep Work With You



If you find yourself with extra time, you can get something done.

Budget Your Time



Figure out how much time you usually spend on your activities and then create a weekly schedule to follow.

Don't Be Afraid to Say No



It's OK to say no when you are busy. See if you can find a time that works for you both.

Don't Get Sidetracked



How can you cut out your time-wasters? Keep following your to-do list.

Write Down All Assignments



Use an agenda, calendar, homework app, etc. to keep track of everything you must do.

Sound Sleep



Your brain needs rest to perform at its peak. If it's time to sleep, write what still needs to get done on a to-do list.