

Time Management

Advantages of Time Management

1. Have enough time
2. Less stress
3. Better health
4. Sense of accomplishment
5. Better productivity
6. Better grades
7. More confidence
8. More control
9. Better focus

Tips for Time Management

1. Study during your most productive time of day
2. Study difficult and boring subjects first
3. Study at the same time and place every day
4. Use the library
5. Avoid distractions
6. Treat school as a job
7. Start early
8. Set goals
9. Use to-do lists
10. Schedule