

TIME

management

TIPS

Avoid setting unattainable expectations — if you know a task is going to take awhile be sure to allow time for this in your schedule.

Take care of difficult tasks first to avoid procrastination. If it can get done now, do it.

Tasks that are a high priority should be done during your most productive time in the day so you stay efficient and focused on the task at hand.

Make daily or weekly lists of what you need to accomplish & prioritize the items.

Cross items off your list as you accomplish them, giving yourself positive reinforcement that you are getting things completed.

Provide yourself with some diversity, i.e., if homework is your focus mix it up with doing some reading, writing a paper, or working on the computer to avoid burnout and loss of concentration.

Limit distractions, try to create an environment conducive to getting things done.

Allow yourself breaks throughout the day or while you are studying. Refreshing and rejuvenating your mind and body can help keep you energized and focused.

For more time management information, contact McKinley's Stress Management Educator at 333.2714

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