

# TIME MANAGEMENT

## (FOR COLLEGE)

**Make a to-do list**  
Prioritize tasks & include important dates

**Block out time**  
Divide your day into blocks - each block a certain task

**Stay organized**  
Keep all your tasks in one place so you can access them easily

**Take breaks**  
Regular breaks can help you stay focused

**Set goals**  
Identify what needs to be done + set deadlines

**Reduce Stress**  
Identify coping mechanisms  
Physical activities can help

**leisure**  
Make sure to keep time for the things you like

**Say no**  
Know your limits and be prepared to say no



**Establish Routine**  
Making good habits will help with getting things done

**Self care**  
Maintain your energy + stress to avoid burnout

**Get enough Sleep**  
Aim for 7-8 hours every night

**STRESS**