



Manage Your Time

Time management is a combination of different skills that will help you accomplish what you need to do. The techniques below all contribute to effective time management. Read through them and think about how you can implement them.

Study Habits	I do this	To start doing this, I need to:
I make a daily/weekly to-do list		
I use a calendar or planner		
I get up early and get things done		
I schedule separate "me" time and study time		
I read the syllabus and use it to plan		
I prioritize tasks		
I set aside time to study every day		
I have a dedicated study space		
I regularly look ahead to see what I have coming up		