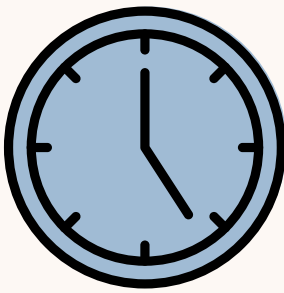


Time Management

Mindful planning

Use a daily planner to make a prioritized to-do list.

- Mark the most important tasks (A)
- Less important tasks (B)
- All others (C)
- Complete them in alphabetical order.
- Don't overload your plans, leaving buffer time for unexpected events.



Prepare

Prepare for tomorrow the night before:

- Pack anything you will need
For example, clothes, food, books...etc
- Keep your essentials, like gas, from running low.
- Try to arrive a little early to your commitments.

Structured breaks

Set time limits to activities in order to stay focused and efficient.

- Pomodoro method (work for 25 minutes, then take a 5 minute break).
- Do a "micro-movement" break every 15-20 minutes (rolling your shoulders, shaking your wrists, etc...).

Plan
Prepare
Prioritize



Health first

Listen to your body and what it needs:

- Eat regularly and nutritiously.
- Get 15-30 minutes of daily physical activity.
- Get enough sleep – especially the night before an exam.
- Prioritize completion over perfection with tasks.

