



# TIME MANAGEMENT

*“It is not requisite that a man should run faster than he has strength.” - MOSIAH 4:27*

## Plan

- Use a daily planner to help you remember exams and when assignments are due. Leave some time open each day for interruptions or unanticipated events. Don't become a slave to your schedule.
- Avoid overloading your schedule. Remember that most projects take longer than anticipated.
- Avoid procrastination - procrastination is stressful! Do things ahead of deadlines.
- Do only one thing at a time – you will feel overwhelmed if you try to do too many things at the same time.
- Some things are not worth being done perfectly. Decide which things just need to get done.
- Write down distracting thoughts and save them for a scheduled “worry time” each week where you can give them your full attention.

## Prepare

- Prepare for the next day the night before. Put the books you will need for class into your backpack and have snacks available that you can grab and go if you are in a hurry.
- Build up your physical reserves. By eating nutritiously and regularly throughout the day you give your body the fuel, or energy you need to get you through the day.
- Be a little early for meetings and activities.
- Never let your gas tank go below half a tank so you can avoid running out of gas at an inconvenient time.
- Engage in some form of physical activity for thirty minutes a day – this will fortify your immune system and strengthen your body to better resist any colds or flu that may be going around.
- Get adequate sleep – particularly the night before an exam – it helps to recharge and energize your mental batteries so that you can think clearly, concentrate, problem solve, and recall important information.

## Prioritize

- Schedule tasks before fun. Reward yourself when you are done with a task.
- Prepare a To-Do list by listing all of the items you need to do and categorizing them as: A = most important, B = less important, or C = all other items. Complete all A items, then complete the B items, then go to the C items. After completing an A item, try to begin another A item even if you only have 5 minutes.
- Set a time when you will stop studying a subject. This will push you to concentrate and stay focused, thus making more efficient and effective use of your study time.
- Plan to work on the most difficult and important tasks during the day when your energy level is the highest. Do easy tasks when your energy level is low.

