



# Time Management

## REMEMBER

- Time management does **not** take away your spontaneity.
- Scheduling your time **does take** time.
- We think we work well under pressure, when really working under pressure can be **stressful**.



## Are you a **TIMER** or a **TASKER**?

**Timers** need to see where their time goes.



### Tips!

- Plan for Blocks and bits of time.
- Use a planner tool.
- Get an accounta-buddy.

Planning your time can be: **Spontaneous, Simple and Fast!**

## Steps:

- 1) Name it! Set your goals, including academic and personal goals.
- 2) Break it down! Divide tasks into smaller parts, plan how you can achieve your goal.
- 3) Make sure you follow through by acting out your plan and minimizing distractions.

**Taskers** have relatively open schedules and feel accomplished by completing a task.

### Tips!

- Start with a list.
- Make it visual.
- Use a tracking tool.

