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**.

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.

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.

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

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