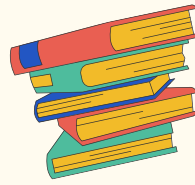


# Time Management + Rewarding Yourself

When you struggle with how to manage your time, you can find yourself starting to procrastinate or avoid things. Perhaps you are just dealing with a lot on your plate right now and need help figuring out how to manage. Try these 10 suggestions.

## 01 *Daily Lists*

Make a list, each day, on paper. Write out what you need to accomplish and mark it off as you go. There is something therapeutic about marking the list off by hand. You might be tempted to do this on your smart phone or computer, but just a simple note pad works best.



## 02 *Break It Down*

Break large jobs into small ones. When you have an upcoming assignment or project, it might help you to break it down into small sections and focus on each one.

## 03 *Organize*

Organize your environment. Chaotic surroundings can be distracting and stressful and pull your focus from the task at hand.

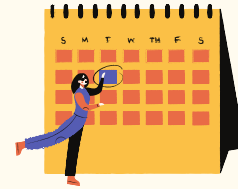


## 04 *Study Habits*

Good Study Habits are Key. You will retain more information by studying consistently over a period of time instead of cramming. Study effectively by limiting your distractions and putting your phone away. Remember to take breaks.

## 05 *Schedule Your Time*

If you need to, wake up an hour earlier or use part of your break time as a temporary strategy to get tasks accomplished.

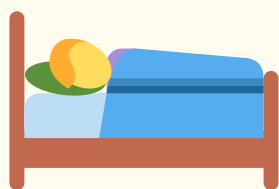


## 06 *Get Moving*

If you find yourself feeling overwhelmed, go for a walk. Take a break from your studies to hit the refresh button and unload some of the stress. Exercise is also a great mind-booster.

## 07 *Silence is Golden*

Put your phone on airplane or do not disturb mode and do not reach for it until your task is completed. Consider scheduling time in your day to check your e-mail, that way incoming messages can be addressed at once instead of distracting you one by one.

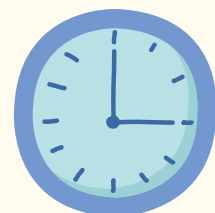


## 08 *Get Sleep*

Instead of scrolling on social media before bed, get extra sleep. A good night's sleep will give you the energy to effectively manage your time during the day.

## 09 *Don't Overextend*

Don't Overextend Yourself. Choose your activities carefully. Be selective with your involvements so that you can dedicate your best effort to your responsibilities and not compromise your physical, emotional, and mental health.



## 10 *Reward Yourself!*

Set deadlines to accomplish your larger tasks; when you achieve them, treat yourself. Get ice cream, order pizza, have a spa night, go to the Botanical Gardens, or buy yourself a cute little houseplant.