

# Special Topic: Managing Your Time

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## Plan Ahead

- Determine how long a project, paper, etc. will take (over estimate time in case of problems), identify the due date, set a start date to allow you time to complete the task.

## Break Jobs Down

- Identify smaller parts of the overall job that are more manageable. You will feel a sense of accomplishment as you finish each part.

## Determine Priorities

- Decide what is most important and stick to it.

## Look For Ways Improve Efficiency

- Look for overlaps, similar tasks, reduce trips across campus

## Take Breaks Periodically

## Schedule Work According to Energy Patterns

- Are you a “morning” person? Do you nap at 2:00?

## Make Time For Yourself

- Include yourself in your schedule. You need time to relax and rejuvenate to avoid burnout and additional stress. If you do not allow your body and mind to rest, you may be sacrificing your health.