

Time Management

Rules to Manage Your Time

1. Use your wait time – don't just waste 30 mins. Between classes
 - a. Always carry "pocket work" like flash cards
 - b. Bring a textbook you need to read for class
2. Write it down
 - a. Keep a date book, to-do list, or planner, etc. and use it!
 - b. It's an easy reference to check dates and physically writing it helps you remember it.
3. Make a schedule for yourself and stick to it!

