

HOW GOOD IS YOUR TIME MANAGEMENT?

**TAKE THE QUIZ TO SEE WHERE
YOU NEED TO IMPROVE**

**[HTTPS://WWW.MINDTOOLS.COM/
PAGES/ARTICLE/NEWHTE_88.HTM](https://www.mindtools.com/pages/article/newhite_88.htm)**



STUDENT SUCCESS CENTER

STOP PROCRASTINATING

- Do you find that you will do anything to avoid starting an assignment or project?
- Try **rewarding yourself** with your favorite snack or an hour of Netflix when you complete an assignment early.
- **Ask for help on the assignment.** Sometimes we procrastinate because we don't know how to start.
- **Remind yourself that perfection is unachievable.** Procrastination can come from a fear of failure or being less than perfect.



START SCHEDULING

- Without any structure to your days, you can end up wasting a lot of time.
- Try making a **master to-do list** of everything you need to get done this semester.
- Get a **weekly planner** and write down important dates throughout the week.
- Make **to-do lists** each morning with everything you want to do that day (5 or 6 items is best).



MANAGE INTERRUPTIONS

- **Put your phone away while you're working on a task.**
- **Mute email notifications** until you are at a stopping point in your work.
- **Stop multitasking.** Pay full attention to the task at hand.
- **Set time limits.** Try working for 45 minutes straight, and give yourself a 10 minute break when the 45 minutes are up.

