**Steinmetz College Prep**

**Time Management Tips**

**Be Organized**

* Use time saving tools: appointment calendars, "to do" lists, e-mail, file folders, etc.
* Have an organized workplace

**Plan Ahead**

* Determine how long your tasks will take

**Prioritize Your Tasks**

* Set goals for both the short term and long term as to what you want to accomplish.
* Use an A-B-C rating system for items on your "to do" lists with A items being highest priority.

**Avoid Overload**

* Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
* Take short breaks during study and work periods.
* Don't put everything off until the last minute

**Practice Effective Study Techniques**

* Have an appropriate study environment.
* Split large tasks into more manageable tasks.
* Do the most difficult work first, perhaps breaking it up with some easier tasks.
* Don't wait until the last minute to complete your projects.

**Be Able to be Flexible**

* The unexpected happens (sickness, car troubles, etc.); you need to be able to fit it into your schedule.
* Know how to rearrange your schedule when necessary

**Have a Vision**

* Don't forget the "big picture" - why are you doing the task?
* Have and follow a personal mission statement (personal and career). (Are your activities ultimately helping you achieve your goals?)
* Know what is important to you. (What do you value most?)
* Have a positive attitude!