

## Tips for Effective Time Management

1. Make a schedule – Use a planner or assignment notebook to write out tests, quizzes, meetings, work, and extra-curricular activities.
2. Set goals – Set academic goals each day. Rather than procrastinating on a paper, do small parts ahead of time. For example, plan to do research and start the introduction to your English paper one day and the body of the paper the next day. Breaking it up will make it seem less overwhelming
3. Make to-do lists – Start each day with a list of tasks and check each one off when completed. This will help you to evaluate your time and assess how long each will take.
4. Hidden Time – use hidden time blocks in your day to work on schoolwork. If you have a doctor's appointment, take something to work on while you wait.

