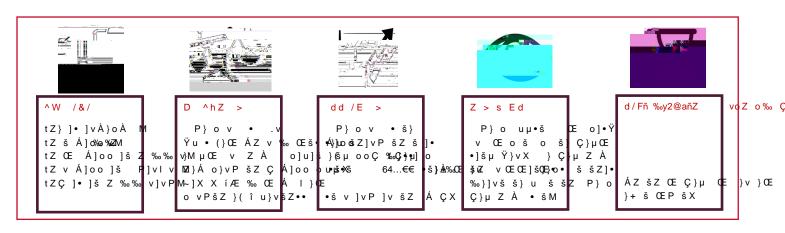# What is Time Management?

The process of organizing and planning how to divide your time between specific activities.

Tips for Successful Time Management:

x Understand that your time is valuable and limited
x Establish a daily work plan
x Set Priorities
x Choose to take on single tasks vs. trying to get too many things done at once
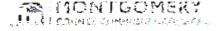x Create SMART GOALS [**S**pecific · **M**easurable · **A**ttainable · **R**elevant · **T**imely]

Pitfalls to Beware of:

Its okay to:

x Leave yourself at least one hour for unplanned tasks or events every day

x Accept it is OK to say NO to commitments not within your schedule

x Take breaks from studying or doing a routine task ²give yourself time to re-fresh

CREATE TODO LISTS