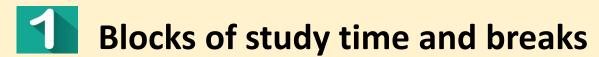


TIME MANAGEMENT

The ability to plan and control how you spend the hours in your day to effectively accomplish your goals

PL21 Quick Bites Tips on Time Management



Dedicated study spaces

3 Weekly reviews

Prioritize your assignments

Achieve "stage 1"GET SOMETHING DONE!

Postpone unnecessary activities until the work is done!



Identity resources to help you

Use your free time wisely

Review notes and readings just before class

10 Review lecture notes just after class

Do's & Don'ts



Realistic plans and steps

- Ask yourself "how much time each task will take?"
- Time of day dedicated to work
- Visible rewards you have at each station
- Build in time for review





Taking on too much Multitasking

- Not taking Breaks
- Ineffective scheduling



Focus Time [FT]



- 1. 45 mins blocks of 100% concentration
- 2. Reward yourself with 15mins break after each FT
- 3. Have 2 to 4 FTs during normal school days
- 4. Have 5 to 8 FTs nearer to common test / exam