**Tips for Better**

**Time Management**



* Create a daily plan
* Set a time limit for each task
* Use a calendar/organizer
* Know your deadlines
* Learn to say “NO” to free time activities if tasks aren’t complete
* Have a clock visibly placed before you
* Set reminders 15 minutes before you plan to start
* Block out distractions
* Don’t worry about unimportant details
* Prioritize assignments and batch similar tasks together
* Eliminate time wasters
* Stop when you need to (brain breaks are important)
* Leave buffer time in between assignments to prevent burn-out