

Time Management and To-Do Lists

How do I even start to manage my time?

Use your planner!

Learn to say "no."

Schedule your classes first, work second, extracurricular activities third.

Leave "downtime" for yourself.

Schedule your sleep.

Be conscientious of amount of TV/internet/phone/gaming time.

Create to-do lists.

Utilize the weekends.



The importance of to-do lists.

Better organization.

Improved memory.

Increased productivity.

Stay motivated.

Prioritize the most urgent tasks.

Reduces Stress.



"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you."

– Carl Sandburg



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