

## The Basics of Time Management

- You need time in order to manage it!
- Get a calendar, day-timer or PDA  
(trying to remember what's on your plate is a drain on your brain)
- Write down: assignments/activities/appointments
- Make a "To Do" list every day and prioritize your list. A #1 should be placed by items which must be done today, a #2 is placed by any item which could be done today, and #3's are by items which can be done tomorrow or later.
- Multi-task (If you can)
- Self-discipline and self knowledge help you to use time wisely
- Don't waste time agonizing! If you did not use time well yesterday, then do better today.
- Communicate your schedule to others
- Review your notes often (Every day if possible)
- Get a good night's sleep
- No excuses. Just get work done.
- Keep things in perspective – do better tomorrow.

By Doug Hays