



## How to manage your time more wisely to prevent stress

Time management is key to success in college and a stress-free college life. Try the following tips to help better organize your time so that you won't get stressed:

- **Plan every day:** Set aside five to ten minutes each day to review the last day and plan ahead for the next. Write the plans down in a notebook that you carry with you.
- **Focus on Goals:** Ask yourself what you want to accomplish within a certain amount of time and stay focused on those goals. This will prevent you from engaging in activities that unnecessarily detract or hinder you from those goals.
- **Plan Realistically:** Set realistic expectations for yourself and don't overbook your activities. Plan so that you have enough time to finish tasks. By planning to do something in less time than you know it will take you, you are setting yourself up for failure, disappointment, and added frustration.
- **Prioritize:** Don't just write down a to-do list—rank the activities on the list and note which ones you need to get done immediately, in the near future, and in the long-run.
- **Be Creative:** Use things like wall calendars, color coded pens, post-it notes, dry-erase boards, and answering machines to help you remember things like doctor appointments and big tasks.
- **Use the 'D' Rule:** With every task, either **d**elegate it immediately, **d**efer it to a later time, **d**elete it completely from your plans, or **DO** it—**NO PROCRASTINATING!**
- **Know Your Peak Times:** Work on challenging/high priority tasks at these times.
- **Control Interruptions:** Shut the door, turn off your phone temporarily, sign off AOL Instant Messenger, go into a room without a television—reducing distractions will allow you to utilize your time more efficiently, minimize errors, and avoid having to redo or repeat a task.

**Don't forget to plan time for yourself! If you only focus on completing your academic and civic responsibilities, you will eventually "burn out." Don't do this to yourself—plan time on a daily basis to just sit back, relax, and enjoy college!**

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