**Time Management**

Strategies for Effective Time Management

1. Practice Goal setting. You cannot get there if you do not know where you are going.
2. Keep a calendar of your schedule in your book bag. Remember to enter important activities, assignments, and events into your calendar and check it regularly.
3. Make a “TO DO” list for each day or week. Decide which tasks are most important and do those first. (Some tasks can wait until later and some can’t.) Mark off each task as you finish it.
4. Do not procrastinate. Just do it . . . NOW!
5. If a job or assignment is really big, divide it into manageable parts.
6. Say, “No” to distractions.
7. Work on one task at a time. Going back and forth between tasks makes each task take longer than they should. (With big or complex tasks, it is sometimes desirable to take breaks.)
8. Reward yourself for completing a difficult task.

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