**Tackling Time Management**

*How much time do you really need?*

*The old fashioned way of managing your time:*

* Use a planner
* See how much time you have/need by plotting your daily tasks on a timetable. Include:
  + Fixed tasks like class and meetings
  + Study time
  + Basic tasks (like meals and chores)
  + Fun and relaxation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday | Wed. | Thursday | Friday | Saturday |
| 8:00am |  | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |  |
| 9:00am |  | Gym | BIO | Gym | BIO | Gym | Breakfast |
| 10:00am |  | Study |  | Study |  | Study | Groceries |
| 11:00am | Brunch |  | Meeting |  | Study |  |  |
| 12:00pm |  |  | Lunch |  | Lunch | Lunch | Laundry |
| 1:00pm | Study | CHEM | ENGL | LAB | ENGL | CHEM |  |
| 2:00pm |  |  | Study | Lunch | Study |  | Lunch |
| 3:00pm |  | Lunch |  | Study |  | Meeting | Study |
| 4:00pm |  | Study |  |  |  | Study |  |
| 5:00pm |  |  | PHOTO |  | PHOTO |  |  |
| 6:00pm |  | Meeting | Dinner | Dinner | Dinner |  | Relax |
| 7:00pm | Practice | Dinner | Practice | Study | Practice | Dinner |  |
| 8:00pm |  | Study |  |  |  | Relax |  |
| 9:00pm | Dinner |  | Study |  | Study |  |  |
| 10:00pm | Relax |  |  | Relax |  |  |  |
| 11:00pm |  | Relax | Relax |  | Relax |  |  |
|  |  |  |  |  |  |  |  |

*Use technology to your advantage:*

* Use the calendar function in your phone
* Apps
  + Todoist (free): to-do list and scheduling app
  + inClass (free): a scheduling app for assignments and deadlines; can sync audio or visual notes with the app
  + Forest ($1): prevents distractions from your phone; you can earn coins and cash them in to plant trees around the world
  + Stay Focused (free): a timer that promotes productivity in bursts