**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