Time vs. Task Focus

It’s hard to predict how long a task will take so when creating a schedule, think of your day in terms of time, not the tasks you have to do. Set your purpose to “I'll get the most out of this time.”
Create a To-do List

Creating to-do lists dampens anxiety about the chaos of life; lists give us a structure, a plan that we can stick to; and lists are proof of what we have achieved that day, week or month.
Take Consistent Breaks

Even short breaks can help us perform at our best. Focusing our attention for too long can wear us out and result in a decline in performance.
Write Down Goals & an Action Plan

One study showed that 76% of participants who wrote down their goals and an action plan successfully achieved them compared to 43% of those with unwritten goals and action plans.
Why is time management important?

Improves job performance, academic achievement, and wellbeing

Ensures you have time for your health and well-being needs, like getting enough sleep and remaining physically active
On Campus Resources
Student Health and Counseling (SHAC)

Ground Davis

SCAN ME
# References


Building Time Management Skills

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On Campus Resources

Office of Accessibility Resources (OAR)

Student Health and Counseling (SHAC)

Academic Support Center (ASC)

References