

Small Ways To Manage Your Time



*Tips for making time for school, your family
and friends, and you!*

Time for School

- Block out times when you perform your best for work & studying.
 - Reserve time when you feel energized & concentrated.
- Create an area for studying that helps you be productive.
 - If you can't study at home, find a place on campus or in your neighborhood.
 - Try blocking no more than 4-5 hours back-to-back.
 - This will ensure for enough time for school work & studying without burning out in a day.
- Try to block out these times on days when you only have 1-2 big commitments (e.g., lecture & club meeting).

Time for Family & Friends

- Dedicate time to family members & loved ones to reconnect and feel a little less lonely.
 - Phone call & video chat throughout the day.
 - Share meals together or whenever you're taking a break from school work.
- You can always do self-care activities with roommates or family members that are in the same household as you. (e.g., movie night, face masks, painting/crafts, walks).

Be mindful of their work & study hours

Time for Self

- Establish times for self-care in your day by writing it in your planner/calendar.
- Will allow you to prioritize them and easily make them part of your day if they're already scheduled!
- Have multiple short breaks throughout the day.
- Any short gaps you have between lectures/club meetings/work are a great time to go outside, do breath-work, or stretch.
- Multiple short breaks will keep you alert and refreshed.