

6 ways to MAKE MORE TIME

1. REFLECT



You know you best.

- *Before you make changes, tap into self-awareness*
- *Consider habits, strategies, what works/doesn't, etc.*
- *Make decisions and choices based in self-evidence*

2. WRITE IT DOWN

Calendaring-by-memory is taxing, and makes it harder for you to learn, retain, retrieve and apply content.

- *Schedule time to make a schedule*
- *Keep your list or calendar visible*
- *Be specific*



3. AMPLIFY YOUR TOOLS



Make what you use work better.

- *Add symbols, check-boxes, color-coding, etc.*
- *Break your daily calendar down by the hour*
- *Be sure your long-term calendar has ALL the major things — for ALL classes, ALL engagements, etc.*

4. COMBINE YOUR TOOLS

Consider your system's benefits and limitations.

- *Use your long-term calendar to inform your weekly*
- *From your weekly calendar, create daily to-do lists*
- *Set reminders on your phone*
- *Take a picture of your schedule, and keep it close*



5. BE REALISTIC



How long do things take? (school, social, travel, etc.)

- *Take commute into consideration and plan accordingly*
- *If tasks consistently take longer/shorter, adjust*
- *If parting from friends always takes time, take note*

6. FLEX TIME FOR THE WIN

No matter your time management genius, at some point plans and reality might clash.

- *Hold open time in your planner in case you need it*
- *Try to do it at the beginning and end of each week*
- *If you don't need it, enjoy yourself!*
- *If you start relying on flex time, take time to reflect and adjust*

