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
- Seep your list or calendar visible
- Be specific

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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



 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.

- Our 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



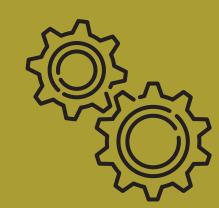
How long do things take? (school, social, travel, etc.)

- 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

