

To accomplish my goals at Carolina I need to...

better manage my time.

TIPS:

Resources

- Visit the Learning Center (lower level of SASB). The Learning Center has many time management resources and can meet with you individually to discuss time management strategies.
- If you are struggling with procrastination, you may find it helpful to talk with someone in Counseling & Wellness Services (CWS). CWS is located in the James Taylor Building. If you have never been to CWS, simply walk-in M-F between 9 and 3.

Get Organized

- Make a weekly To-Do List. On a daily basis, update your To-Do List by prioritizing what you would like to get done that day.
- **Break large, time-consuming tasks and assignments into smaller tasks.**

Stick To It

- Time management is a lifelong skill.
- **Get plenty of sleep, have a healthy diet and exercise regularly.** A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional responsibilities or social opportunities.
- **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches, but then get back to your work.

Always Carry a Book, Notecards, or Something You Need To Study

- It has been estimated that most people spend 45-60 minutes per day waiting for things. Don't let the time you spend waiting go to waste. Read or study while you are eating lunch, waiting for the bus, waiting for a class to start, or waiting for a friend. Doing this 5 days per week could give you 5 more hours of study time!