Time Management Skills: 10 Tips for you

**Make a to-do list every day:** Put the most important tasks at the top, even if they’re things you’re dreading, and tackle them first. Include things you want to do on your list too, so you have items you’re looking forward to. Try motivating yourself with a reward if you get to everything on your list.

**Set deadlines:** There is no point in setting deadlines if you make executive decisions to always push them back. Set a deadline and try your best to stick to it. Set your deadline a few days before the task absolutely has to be done. This allows for the possibility that other things will get in the way, but also allow for you still to get the task done.

**Prioritize:** Your values and standards come into play here. At the end of the day, what is it that you care about the most? There may be days when you are overscheduled. What will you choose? Someone once said, you are what you do the most. Decide what’s important, count your losses and move on.

**Break down big project into smaller, manageable portions:** Have you ever tried just starting with something simple to motivate yourself to get a project going? Whenever you actually get started doing something, it tends to feel less daunting. You might even find that it will be easier than you thought it would be during the planning phase. Plus, once you begin to see any amount of progress, you will become more motivated to push into the project further and continue to get more things accomplished.

**Keep your work with you:** That way, if you find yourself with extra time—while on the train or bus or waiting for an appointment—you can get something done.

**Don’t be afraid to say no:** It’s OK to say no if your friend asks you to go to a movie one night but you have a test the next morning. Instead, find a time that works for both of you and go see the movie then.

**Create a dedicated study time and environment:** Set up a time devoted only to studying or homework. Shut off your phone and respond to calls or texts when your work is finished. Don’t check email or surf the Web (except when you need to for the work you’re doing) during this time either.

**Budget your time:** Figure out how much time you usually spend on your activities and then create a weekly schedule to follow. Determine how much free time you have before you add any commitments. And don't forget to schedule time to relax.

**Don’t get sidetracked:** If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what's at the top. Maybe you’re procrastinating because you’re not sure how to move forward on a school project. If that's the problem, check with your teacher to clear things up so you can get moving.

**Stop multi-tasking:** Multi-taskers often seem to think they get more accomplished, but it’s not always the most productive or efficient route. Let’s face it, our minds work better when we are truly able to focus and concentrate on one thing.