

# Tips for Managing Your Time

- Don't wait until the last minute to do your assignment; allow yourself extra time in just in case something comes up that needs your attention.
- Take a few minutes every day to gather your homework and check your agenda/planner at school and at home.
- Make a list of what you have to do and number each task (#1, #2, #3, etc.) from the most important to the least important.
- Don't plan too many activities for one afternoon/evening.
- Be flexible. Your planned schedule may change, so give yourself enough time to adjust to the change.
- Use small chunks of time (waiting for the bus, between classes, etc.) to proofread assignments or study notes.
- Don't always do your assignments in the same order. Do the most difficult assignment first.
- Remember to give yourself short breaks during your study time.
- Have a specific time each day that you do homework.
- Have a study area where you can go to do your work and keep all your supplies.

