

TIME MANAGEMENT

Melissa Romero, Counselor
melissa.romero@holycross-sa.org



WHAT IS TIME MANAGEMENT?

It is the process of organizing and planning how to divide your time between specific activities.



KEEP A RUNNING TO-DO LIST



Make a To-Do List to help you stay on track.

- Notepad on phone
- Planner/Notebook
- App on phone

PRIORITIZE YOUR TASKS



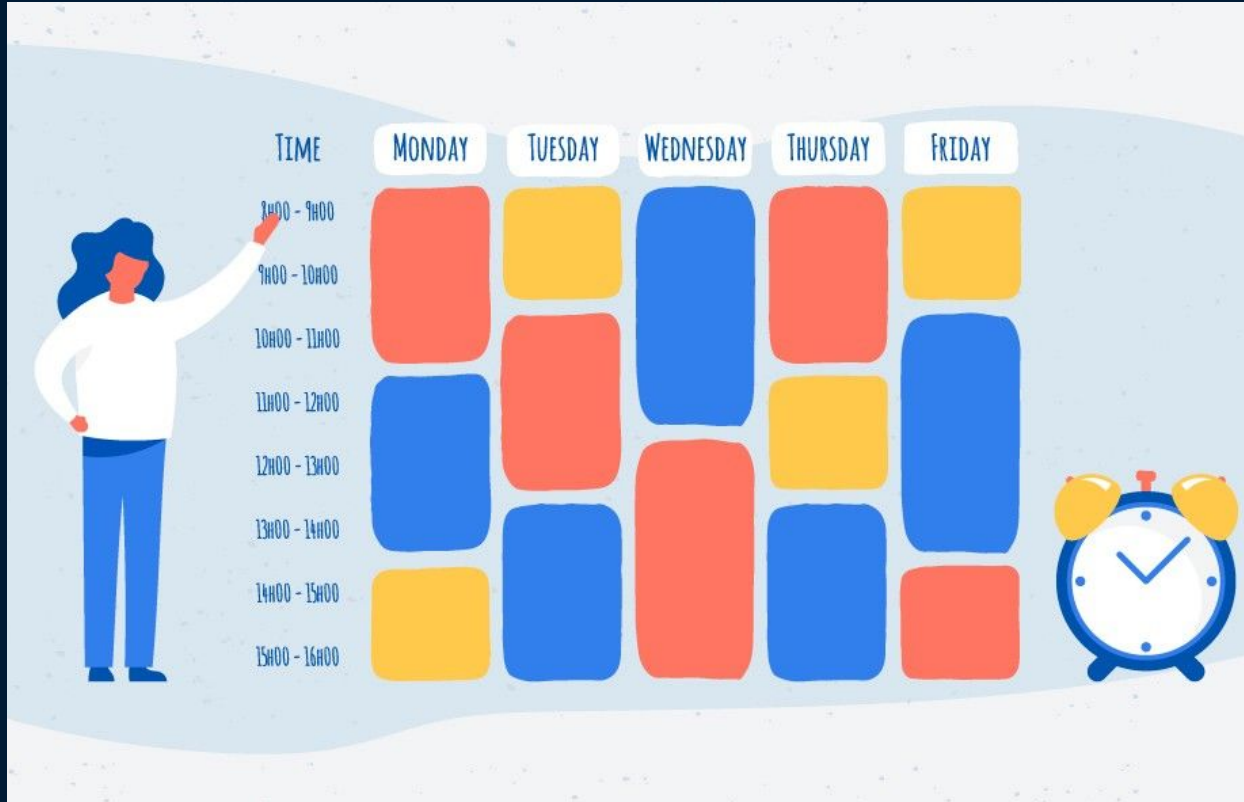
- Rank your tasks in the order of priority or of importance
- Keep in mind deadlines

MANAGING DISTRACTIONS

Stay focused! Complete the task from start to finish.

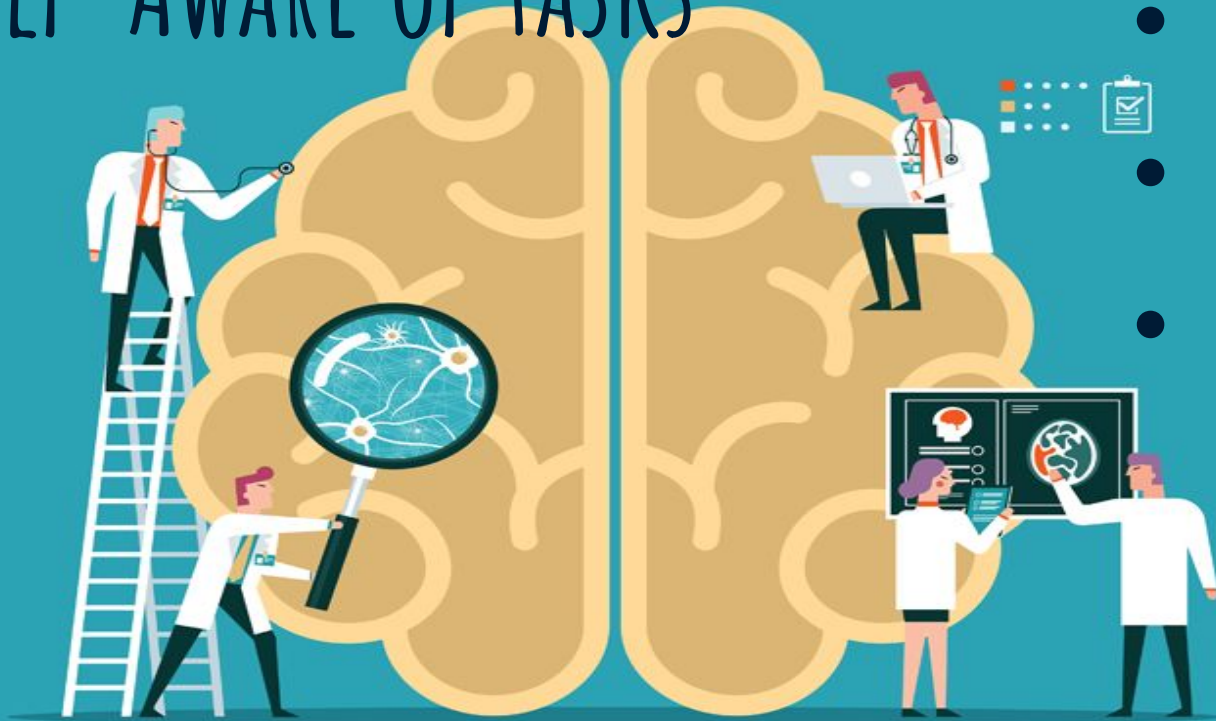


BLOCK YOUR TIME



- Set aside sufficient time for tasks.
- Adjust time slots if needed.

SELF-AWARE OF TASKS



- Set aside sufficient time for tasks.
- Adjust time allotted if needed.
- Take note of what works and what does not work.