



# Time Management Tips

**TIP #1:  
S.M.A.R.T.  
GOALS**

Set S.M.A.R.T. goals for important tasks.

- S**pecific: your goal is well-defined and focused
- M**easurable: your goal has a quantifiable outcome so that you can track your progress
- A**ttainable: your goal is realistic and takes into account current resource and constraints
- R**elevant: your goal matters to you and aligns with your purpose/values
- T**ime-based: your goal has a specific deadline to effectively mobilize your efforts

**DO YOU FEEL LIKE THERE ISN'T ENOUGH TIME?**

Ever feel like there simply aren't enough hours in the day? Balancing academics, work, and personal life can be a daunting task. Here are some practical techniques to maximize productivity, reduce stress, and make the most out of every moment.



**TIP #2:  
HEALTHY  
SCHEDULING**



- Use a planner or download a scheduling app to help you get organized.
- Schedule all your upcoming activities. Highlight important dates, such as exams.
- Make it a habit to go over your schedule regularly to ensure you are not missing important activities.

## The Eisenhower Matrix

Use The Eisenhower Matrix system to organize the activities in your To-Do List.

By using this system, you will be able to:

- Q1: Identify activities that require your immediate attention and action
- Q2: Plan for important activities in advance (e.g. self-care, exams)
- Q3: Delegate or minimize engagement in non-productive activities
- Q4: Identify and get rid of time wasters

**TIP #3:  
PRIORITIZE  
YOUR TIME**

	URGENT	NOT URGENT
IMPORTANT	Q1 DO NOW	Q2 DECIDE WHEN TO DO IT
NOT IMPORTANT	Q3 DELEGATE IT AWAY	Q4 DELETE IT



**CONTACT US FOR MORE INFORMATION!**