HOW TO MANAGE YOUR TIME!

It is important to use an agenda when scheduling your commitments. It will free up memory space, and is a more reliable way of keeping track of your time.

USING YOUR AGENDA EFFECTIVELY:

- Choose a medium: online or paper
- Add items to your agenda as soon as you commit to something. Don’t wait to record it, as you are more likely to forget!
- Consult your agenda regularly (i.e. daily).
- Plan for the unexpected (add 50%-100% additional time) We have a tendency to underestimate how long things take. Remember to factor in travel time, and leave room for flexibility.
USING YOUR AGENDA...

USE YOUR AGENDA TO STAY ON TRACK THROUGHOUT THE SEMESTER

REVIEW YOUR SYLLABI, ADD THE FOLLOWING INFORMATION:

- Exams, midterms and other assessments
- Assignment and homework deadlines
- Class schedule

KEEP YOUR AGENDA UPDATED REGULARLY!

Make sure to include your other personal commitments such as your job schedule, social calendar, etc.