



TIME MANAGEMENT



THESE ICONS INDICATE CLICKABLE RESOURCES

TIME FLIES!

According to time management experts, every task has an absolute minimum and absolute maximum amount of time that can be devoted to it. Sometimes we assign too much time on a task that can be completed in less time.



THE 3 T'S

To Manage Your Time Better

1

Task
Prioritization



Prioritize your to do's with:

- A) Must Do
- B) Should Do
- C) Want To Do

2

Time
Blocking



Divide your day into blocks of time, making sure to include

- A) Priorities
- B) Breaks
- C) Buffer Time

3

Technology



Technology can help you with:

- A) Scheduling Time
- B) Time Reminders
- C) Accountability of Time

RESOURCES

As a student, there are so many tasks to be aware of: organizing schedules, budgeting effectively, sleeping! Here are some resource to help!

AT MCGILL

Skills For Strategic Procrastination

Skills For Coping With Perfectionism

Skills For Managing Exam Anxiety

Time Management Apps

- Todoist ([iOS](#)) ([Android](#))
- Microsoft To Do ([iOS](#)) ([Android](#))
- Asana ([iOS](#)) ([Android](#))
- Trello ([iOS](#)) ([Android](#))
- Pomodoro ([iOS](#)) ([Android](#))
- Sleepyti.me ([iOS](#)) ([Android](#))



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