

## **Organizing Your Life**

Managing your time well is an important element of success — especially if you're a student. If you set priorities that fit your needs and lifestyle, you'll have a better chance of achieving your goals.

Here are some tips for taking control of your time and organizing your life.

### **1. Make a To-Do List Every Day.**

Put things that are most important at the top and do them first. And don't forget to reward yourself for your accomplishments.

### **2. Use Spare Minutes Wisely.**

When you're commuting on the bus or train, use the time to get some reading done.

### **3. It's Okay to Say No.**

If your friend asks you to go to a movie on a Thursday night and you have an exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

### **4. Find the Right Time.**

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

### **5. Review Your Notes Every Day.**

Reviewing helps you reinforce what you've learned, so you need less time to study before a test. You'll also be ready if you get called on in class or have to take a pop quiz.

### **6. Get a Good Night's Sleep.**

Your brain needs rest to perform at its peak. Lack of sleep makes the day seem longer and your tasks seem more difficult.

### **7. Communicate Your Schedule to Others.**

If phone calls or text messages are proving to be a distraction, tell your friends that you are only available at certain times of day and not to expect a response at other times.

### **8. Become a Taskmaster.**

Give yourself a time budget and plan your activities accordingly. Figure out how much free time you have each week before you add any commitments.

### **9. Don't Waste Time Agonizing.**

Instead of agonizing and procrastinating, just do it. Wasting an entire evening worrying about something that you're supposed to be doing is not productive, and can increase your stress.

### **10. Determine Your Priorities.**

You can't do everything at once. Establish the importance of each item. Then set realistic goals that are attainable.