



# ***Manage your time as a Student!***




As a college students, you are a very busy people and to make your time effective you have to do some planning:

## Manage your time as a student !


As a college student, you have so many demands on your time. Fitting everything into the 168 hours in a week is possible but requires careful planning and **TIME MANAGEMENT**




 **Maintain a term-long calendar that includes due dates for all.**

 **Have a Vision (why are you doing all of this).**

 **big activities like midterms and essays.**

 **Creat a list of everything that you have to do and include the length of time for each activity.**

 **Expect the unexpected so you don't have to spend more unplanned time trying to fix your mistakes. you might be able to pull off two papers and a presentation during midterms week. But what happens if you catch the flu the night you're supposed to be pulling the all-nighter?**

 **Find out why you are procrastating and stop then.**

 **start to formulate solutions to get back on track.**

 **Take time for yourself and maintain your own balance in your life.**