



Tips for Managing Time and Prioritizing

1. Make a to-do list for both long-term and for each day/week and update it frequently. Keep the list somewhere visible.
2. Use an agenda and write down everything that you need to do including: homework, studying for tests, checking SPAN, after school events, chores, etc.
3. Set goals that are both short-term and long term. Set goals that are specific, measurable, realistic and achievable. Set goals for studying and completing homework and other long term achievement goals such as obtaining a certain grade in a class.
4. Once you have created your goals, prioritize your tasks by deciding what is the most important or urgent. Think about:
 - a. How much time the task will take,
 - b. When it the task/assignment due, and
 - c. How much weight it is given in terms of the overall class grade.
5. Create a chart or use a rating system. For example, label the tasks on your to-do list with an A, B, or C with "A" items being the highest priority.
6. Try to tackle difficult tasks or those that have highest priority first. Sometimes, however, it can provide us with a sense of accomplishment and motivation to complete smaller, easier tasks. Decide which works best for you.
7. Assign deadlines to tasks before they are actually due to avoid procrastination.
8. Avoid overload by avoiding procrastination and being a perfectionist. Remember to take breaks and include time for rest, relaxation, sleep, eating, exercising, and socializing, but don't put work off until last minute.
9. Break work up into smaller parts to make it more manageable.
10. Learn to say NO to things that get in the way of completing your tasks! Once you convince yourself that your priorities are important, this will be easier to do.
11. Reward yourself! Even for small successes, celebrate achievement of goals. Promise yourself a reward for completing each task, or finishing the total job. Then keep your promise to yourself and indulge in your reward. Doing so will help you maintain the necessary balance in life between work and play.