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.