

# TOP 10 TIPS Time Management Success

**1 Know Yourself.** When and where do you study/work best? Do you prefer to work alone or in a group? What are your time management strengths and weaknesses?

**2 Plan Ahead.** Don't leave assignments to the last minute! Break down large tasks into smaller, more manageable parts – both for P-sets and studying for exams.

**3 Develop an Organizational System.** Make sure your inbox, computer desktop/hard drive and physical study spaces are organized. Create a to-do list system that works for you – tackle high priority, time sensitive tasks first!

**4 Be Efficient.** Recognize what distracts you (phone, TV, internet), and minimize interruptions. Utilize all the time in your day effectively (breaks between classes, etc.), and go to office hours prepared with questions!

**5 Seek Help When (or before) You Need It.** Take advantage of all of your resources EARLY – Faculty/TA's, Tutoring/Seminar XL, your advisor and AA, S3, your House Team, MIT Medical/Mental Health & Counseling, Student Disabilities Services, etc.

**6 Understand Your Learning Style.** Not naturally organized? That's okay! Try: focusing on the big picture, use images/diagrams instead of a traditional to-do list, take mini breaks – work for 25 minutes, take a 5 minute break, keep running notes for ideas/to-do's.

**7 Avoid Perfectionism.** Trying to be perfect will only slow you down and stress you out! Set specific, reasonable goals for a set time period, and view mistakes/criticism as opportunities for learning.

**8 Learn to Say No.** You won't have time for everything, so choose what you're most passionate about. Managing time is sometimes more about dropping activities than adding new ones.

**9 Use Technology.** Find a platform/app that works for you – Google calendar, to-do apps, alerts/reminders, Mac Self-Control/website blocking... or go old school with Post-Its!

**10 Prioritize Your Health!** Reward yourself with breaks and other activities that motivate you (a run, movie, out with friends). Try to get enough sleep and make healthy food choices!