

How to Get Work Done :

①

Sit down:



②

Organize:

1. Thing 1
2. Thing 2
3. The Cat
4. The Hat

③

Work:



④

Get Results:

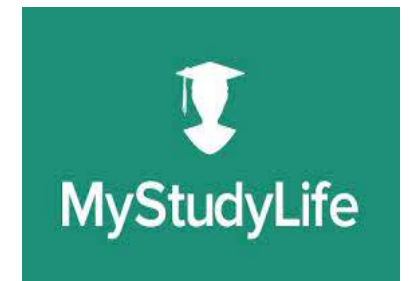
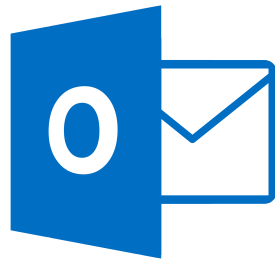
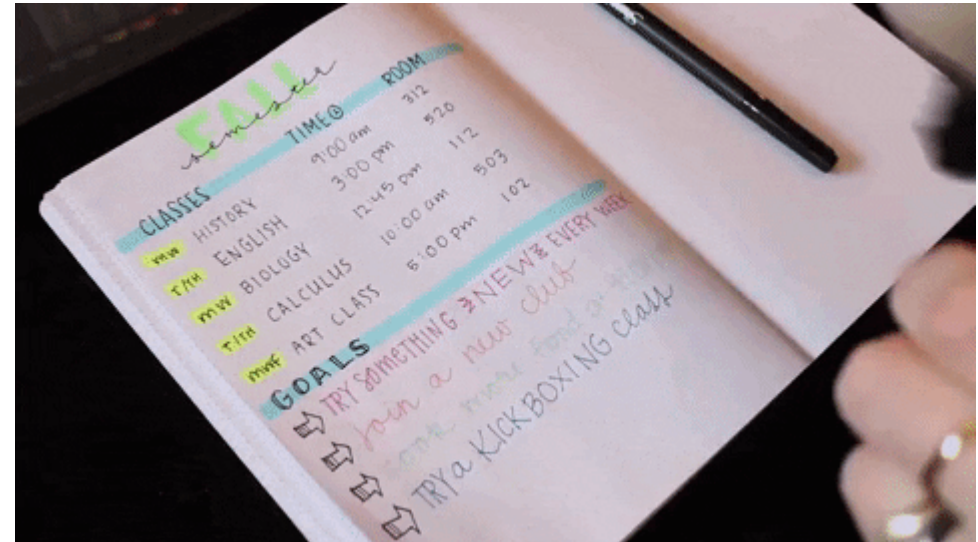


Time Management

Academic Success Workshop
Presented by Nzingha M. Wright
Student Success Coach

Time Management Tip #1

- Organization is KEY!
- Planner
 - Monthly Planner or Weekly Planner
 - Outlook
 - Apple/Google Calendar
 - Phone Apps (ex. MyStudyLife, Trello, myHomework Student Planner etc.)



Time Management Tip #2

① Do First

First focus
on important tasks
to be done the same day.

② Schedule

Important, but
not-so-urgent stuff
should be scheduled.

③ Delegate

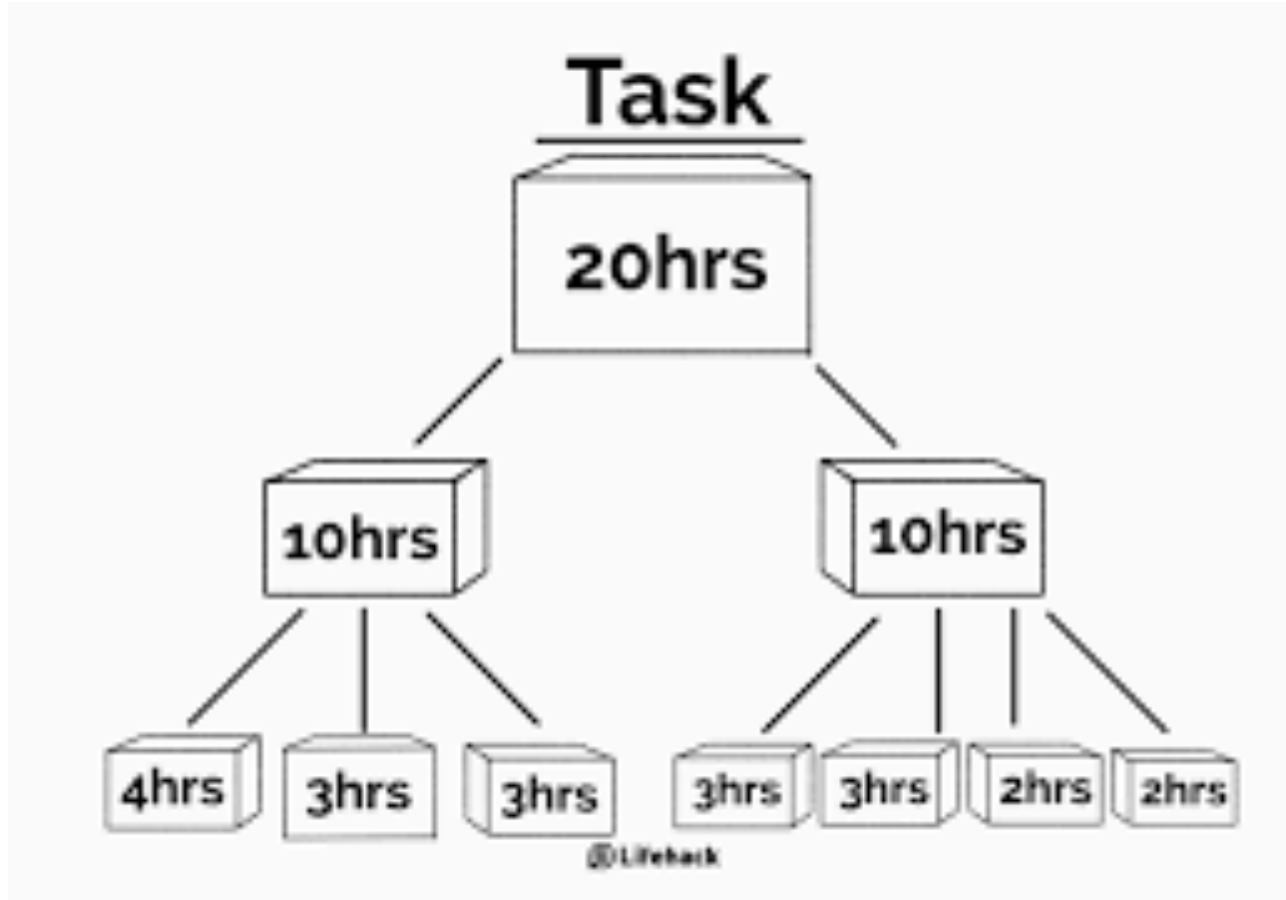
What's urgent,
but less important,
delegate to others.

④ Don't Do

What's neither urgent
nor important,
don't do at all.

When balancing your assignments you will need to prioritize in order of importance or by due date.

Time Management Tip #3



Break your larger assignments into smaller chunks of work.

Time Management Tip #4

When working on assignments, projects or reading for class it best to do it in a distraction free environment.

Tips to reduce distraction:

- Phone on Do Not Disturb(DND) or silent
- Play music that you can work to
- Use screen limit apps like Offtime, Moments, breakfree, etc.



Time Management Tip #5



REWARD yourself!

For more information check out the LARC website wcupa.edu/larc

To make an appointment with a tutor or success coach use link below.

<https://wcupa.mywconline.net/>

THANKS
FOR WATCHING