Time Management

Two Ways to Make More Time
You can gain extra time by

- 1. Doing the same task in less time than usual.
- 2. Using time that you previously wasted.

In your notes list two examples of each.
Find another student who has different examples than those you wrote.

- You have 5 minutes to find 4 examples of each!
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Which of these did you list?

• 1. Carry pocket work (book, article, flash cards) for those times when you find a few minutes to study.

• 2. Plan a good schedule and keep a date book.
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• 3. **Use a Daily “To Do” List.**
• 4. **Avoid “time wasters.”**

• **What others do you have?**