Applying the principles of time management
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?