



Time Management

1. Identify your study priorities (What has to be done now? This week? Next month?) and work out a strategy and timeframe for doing them.
2. Set realistic goals. Break down your weekly workload into small achievable parts.
3. Sit down and begin.
4. Take frequent short breaks.
5. Reward yourself regularly.
6. Review your plan at least once every week. Are you getting things done? Do you need to make changes to your routine? Are you trying to do too much? Can you do more?
7. Seek advice or help with problems early.
8. Work consistently.
9. Be honest with yourself.

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