TIME-MANAGEMENT

KEY THINGS TO REMEMBER

- Break tasks into smaller parts
- Create an action plan
- Identify time wasters
- Create to-do lists
- Prioritize your tasks
- Create a workspace
- There's an app for that
- Do one thing at a time
- Take breaks
- Establish routines
- Set goals
- Schedule your time

Tips provided by the Academic Resource Center (ARC) at Concordia University Wisconsin (CUW) | www.cuw.edu/arc | 262-243-2623 | SWARC@cuw.edu