



Top 10 Time Management Tips and Tricks

**Showing up for Class is Half the Battle**

Simply attending class is a great way to save time studying. By showing up to classes, listening attentively, taking good notes and asking questions you will already be familiarizing yourself with the material you will need to know.

**Procrastination Costs But Never Pays**

Don't wait until the last minute to start assignments. Start every assignment as soon as you can or plan to start it to give yourself enough time to do a good job. Impressing your Humber professors with the quality of your work is a great way to earn valuable recommendations and professional introductions.

**Divide and Conquer**

Taking on large projects is often intimidating. Breaking your work down into smaller tasks and checking them off as you complete them is a great way to motivate yourself as you make progress.

**Go Hard Then Take it Easy**

While it may be tempting to work on your most difficult assignments first, start with the hardest tasks first and keep yourself motivated by looking forward to tackling the easy tasks.

**Use Your Energy Wisely**

We all have a natural rhythm which governs when we are most productive. Understanding when and where you're most productive will help you plan your study sessions at times when you can get the most benefit.

**Prioritize and Realize Success**

Make sure to focus on accomplishing tasks related to your most important academic goals first before taking time for leisure and social activities.

**Invest Your Time Wisely**

Whenever you have time between activities or on transit you can take the opportunity to review your notes, read through chapter summaries and review future readings.

**Stay Laser Focused**

Plan your study periods so that they are as free of distractions as possible. Put your phone on silent mode, don't have the TV on, log out of Facebook on and generally avoid multitasking while studying.

**Be Diligent and Disciplined**

Stay on top of the tasks you have planned and make sure you get everything done that you commit to doing. This will ensure that you stay on track to meet your goals.

**Take a Break**

Having a good work ethic is a very positive thing but make sure to take breaks while studying. Taking a walk or just spending some time idle helps keep your brain from getting tired and aids in prevention burnout.