TAKE CONTROL
of your time

Write down top 10 activities you spend your time on every day and how long each one takes. For example: Instagram - 2.5 hrs.

▶   ▶

▶   ▶

▶   ▶

▶   ▶

▶   ▶

Write down your top 3 priorities for this month. How much time will they take on a typical day? For example: Studying - 3 hours a day.

#1

#2

#3

Write down the things you currently do on a typical day, but want to stop doing & how you'll do that. You can also put a time limit some of those tasks.
For example: Netflix - unsubscribe, Instagram - 30 minutes a day.

✖   ✖

✖   ✖

✖   ✖

✖   ✖

✖   ✖

Find your perfect
planning   method

Here are my 4 favorite methods I use to plan my days.

To - do lists

A to - do list is a list of tasks you plan to complete during your day. You can't remember everything at all times, so this list will do the remembering for you. Also, checking things off from your list is proven to increase your motivation & feelings of accomplishment. Plus it keep things organized.

☑ Study chapter 2.3
☐ CSS lecture notes
☑ Finish physics assignment
☒ Call Lucy @ 5pm
☐ Finish bio reading

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8 am
9
10 [Math assignment
11
12 pm [Work out
13
14
15 [Finish physics
16
17
18 [Revise biology
19
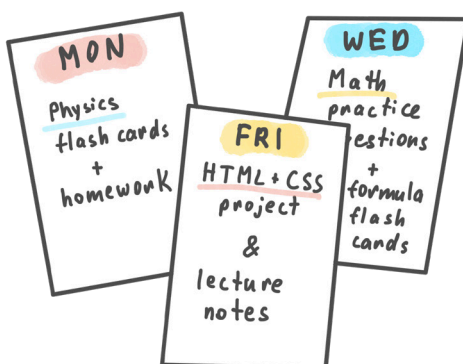20 [Do history flash cards
21

Time blocking

Time blocking is a time management method that asks you to divide your day into blocks of time. Instead of keeping an open-ended to-do list, with this method you start each day with a concrete schedule that lays out what you'll work on and when. Some people are more likely to follow through with plans if they're scheduled, while others prefer the flexibility of a to-do list.

Weekly overview

Sometimes when you have a big assignment you're working on, it's helpful to break it down between a few days and a weekly overview is super helpful in this cases, because it shows you everything you have planned for the week.

MON	TUE	WED	THU	FRI

MON
Physics flash cards + homework

FRI
HTML + CSS project & lecture notes

WED
Math practice questions + formula flash cards

Batch days

Batching is when you group similar tasks together and do them one after another. A research has shown that 98% of people focus best when facing a single type of task, instead of multiple tasks. Several studies show that it takes at least 15 minutes (or 23, on average) to refocus your attention when you switch to doing a different task. So, batching can help you increase your focus and quality of work, while saving you a lot of time.

Weekly Review

Did you achieve your goal this week?

☐ *Yes - Good job!*   ☐ *Nope - try again next week.*

Write down 3 wins from this week.

1.
2.
3.

_____

What tasks did you procrastinate on & why?

_____

Did I stick to my habits or priorities this week?

_____

How will I improve next week?

1.
2.
3.

Other Tips

Here are a few tips on what to do and what not to do when trying to be productive & learning how to manage your time as effectively as possible.

- ☐ Plan your day in the morning or the night before.

- ☐ Make sure to get your distraction (ex. phone) out of your sight.

- ☐ Try doing the hardest task first, so you feel accomplished later.

- ☐ Add a "done list" to your to-do list to see your accomplishments.

- ☐ Schedule breaks between tasks & make sure to get quality sleep.

- ✗ Don't try multitasking 2 tasks that both require your full attention.

- ✗ Don't overpack your day - leave some time for breaks & self-care.

- ✗ Don't wait for motivation. It comes after you take action.

- ✗ Don't try to do things perfectly. Done is better than perfect.

- ✗ Don't think that taking time off for yourself to relax & do self-care or making time to do something you love (a hobby) is unproductive.