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**Ten Tips on Time**

1. **Use a Master Schedule**

Write your classes, work, practice, meetings, and study time on a weekly schedule.

Try Google Calendar.

1. A clock in the middle of a body of water

   Description automatically generated**Make To-Do Lists**
2. **Carry Pocket Work**
3. **Defy Parkinson’s Law**  
   Work expands to fill the time allotted so set intermediate deadlines.
4. **Use an alarm clock**

Set the alarm for 45 minutes and complete as much as possible in that time.

1. **Take breaks**

Your mind needs time to consolidate new information.

1. **Beware time wasters**

TV, video games, IM, and naps

1. **Think of college as job**

Plan on working 40-45 hours a week during daylight hours.

1. **Multitasking is a myth**

Your mind can only attend to one task at a time.

**10. Leave time for fun!**