



Mavs Time Management Strategies

Goal Setting:

- Setting both short-term and long-term goals keeps you productive.
- If your activities line up with your goals, keep doing them. If they don't line up with your goals, re-think whether you should be doing them.
- Set goals for the day, week, and month. For example, set a goal of one task to complete by the end of the day, and set a goal about how to use your homework time after school.

Prioritization:

- When trying to decide how to start a bunch of tasks, spend time identifying what is most urgent. Ask yourself: what is due the soonest? What will take the most time to complete? What am I most worried about? Which tasks overlap? The answers to those questions will tell you what to work on first.
- Also, spend time deciding which tasks can or should really wait for another time, so they don't draw away your attention from the more urgent tasks.

Self-Awareness:

- Know when you work best. Some people are morning people others are night owls.
- On weekends, seize the time of day that is best for you to do academic work.

Motivation:

- If your mind is wandering, or you feel like you can't focus, go do a small task or chore. This will get you moving and that momentum can help you re-focus on your homework when you come back to it. Tasks could be cleaning your room, making your bed, organizing your binder or backpack, etc.
- Keep the activity to 10-15 minutes so that you get refocused, but don't start procrastinating from your original homework or studying.