

How do you use your 1,440?

Time management experiment

1.) **Take a time audit.** Don't make any changes—log all activities in a week and take notes. This will help you take note of how long it typically takes to complete certain tasks.

2.) **Create a schedule that prioritizes your wellness.** Take a blank weekly calendar with 24 hours per day (paper or electronic version). Pencil in sleep and meals first (getting enough quality sleep and nutrition sets you up for success) and use your time audit to inform.

The recommended order for your blank schedule is:

1. Sleep (7-9 hours per night),
2. Meals (2-3 hours a day—e.g., 30 minutes each for breakfast and lunch, one hour for dinner),
3. Classes and/or work (Varies per day—e.g., class time, studying, work shifts, etc.),
4. Everything else.

While this may feel aspirational, challenge yourself!

4.) **Try this schedule for a 1-2 weeks as an experiment.** Take notes on how well you can stick to the schedule.

5.) **Review and adjust.** After a trial period of a week or two, review your notes. As you review, keep what has worked. Consider what other tools or strategies you can use as you adjust your schedule.

Consider these **time management tips and strategies**:

- **Write it down:** Keep a weekly planner to help stay organized and jot down reminders for key items.
- **Set goals:** Be specific, set timeframes, and make them more than just “graduate” or “finish project.”
- **Divide up tasks & take action:** Divide up large projects into subprojects. It makes them less intimidating, reduces procrastination, and allows a sense of accomplishment even before the project is complete.
- **Start with what you DON'T like:** If procrastination is a problem, do the most difficult or distasteful task first.
- **Take it day by day:** Complete at least one task each day, even if that's a small part of a larger project.
- **Pencil in time to worry:** Try not to worry about task B when working on task A. Schedule task B and worry about that task at that time and not before.
- **Power down during focus time:** Turn off phones, log off social media, etc. when you want to focus. Consider adding software or apps that limit the use of select functions.

