

# Student Success

## Managing Time Effectively

“...time is not the problem, but how we use it.”

R. Alec Mackenzie

"Know the true value of time; snatch, seize and enjoy every moment of it."

Do you feel **T I M E** is a problem for you because

...you have many responsibilities?

...it's impossible to give adequate attention to each subject?

### **FILL OUT A STUDY SCHEDULE!**

You may discover

...you have more time than you thought.

**SO** - budget that time to include each of your tasks and leisure pastimes

OR

-you can't manage all of your present activities.

**SO** - examine your priorities.

Something has to go!

Will it be

-some or all job hours?

-your standard of housework?

-part of your course load?

**Your expectations of yourself must be realistic!**