

Working Student's Guide to *Time Management*

HERE'S A SIMPLISTIC GUIDE TO TIME MANAGEMENT FOR WORKING COLLEGE STUDENTS.

- 1** If walking around with a planner is not on your priority list. Then use the notes app on your phone and create a checklist before you leave your house.
- 2** However, it is unavoidable. Especially when you have a full schedule. Try not to procrastinate too much.
- 3** Your to-do list should include realistic goals for the day, week, or maybe for the entire month.
- 4** Get enough sleep 7-8 hours would be an ideal rest time.

