Time management tips for students

A. Don't digress
B. Start working early
C. Keep you deadlines in mind
D. Plan in advance

E. Prioritize
F. Have time for rest
G. Focus on advantages
H. Sleep enough
I. Use organizers

1.
It's easy to work if you actually like what you do. However, we often have to tackle different tasks that we totally dislike. What can we do? Absolutely any job has its pluses and minuses, so just concentrate on pluses. Draw up a list of advantages you'll gain after the work is done.

2.
Plan your time well. Plan out which tasks you need to do and who you are going to meet up with. Follow your plan as closely as possible.

3.
You can't cope with all the tasks at the same time, so define which of them are of major and minor importance. When this numbered list is ready, either get down to finishing off the less important things or postpone them to another day.

4.
Lots of things are going to distract your attention. And your task is to say "stop" to them. Social media, phone, new messages – all these things steal time from you. It's better to work first and then have some time for messaging. One more important thing is to focus on only one task.

5.
Take small breaks between your tasks. First, your work-in-progress will be more creative if you've had some rest previously.

6.
Your concentration and productivity directly depend on your sleep. Some people prefer to sleep less and work longer, relying on coffee and energy drinks to keep going. Soon their bodies and brain fail to function well. It is best to avoid this trap. Your body needs around 7 – 9 hours of sleep.

7.
Some people adore working early in the morning, some like to work at night. No doubt, it's important to listen to your biorhythms and fulfil tasks when convenient. However, we recommend working just after you woke up – your mind is fresh and sober, you don't feel tired. Who knows, maybe you'll like working in the morning.

8.
To become focused, one needs to effectively use organizers and timers. It's easy enough to find the most suitable for you. Download calendars, notepads, time controllers or other stuff which you find good for your work.

9.
Mark in your calendar or reminder exactly when you have to hand in a paper, article or assignment. This will give you extra time to check. So, aim for an earlier deadline.