

## Top 10 Quick Tips Best Practices for Managing Time Effectively

- 1.) Use a Time log!
- 2.) Budget your time according to priority
- 3.) To-do lists (day by day or week by week)
- 4.) Take a mental health break
- 5.) Establish Priorities
- 6.) Make school and grade your top priority
- 7.) Make time for your friends after all of your priorities are complete for the day.
- 8.) Make time for exercise and making sure you are physically healthy (such as doctors appointments, etc.)
- 9.) Set reminders on your phone, such as an alarm when you should be doing something at a certain time.
- 10.) Most of all be honest with yourself and your peers when you feel like time management begins to be too overwhelming.