

# Time Management and Organization

<p><b>Create a Schedule</b></p>	<p>Develop a weekly and monthly schedule that displays time for pre-work, class, studying/review, clinical, simulations, and personal commitments. <u><a href="#">Being prepared early on will help you in the long run and minimize stress.</a></u></p>
<p><b>Use a Planner/Organizer</b></p>	<p>Utilize a planner, calendar, or digital organizer to keep track of deadlines, appointments, and exam dates. It is important to be <u><a href="#">flexible</a></u> while in nursing school and plan by the day and hour what needs to get done.</p>
<p><b>Priority Setting</b></p>	<p>Identify your most important tasks and prioritize them accordingly. Focus on completing assignments and studying for exams.  <u><a href="#">TIP:</a></u> Use color coding / numbering method to flag tasks at higher priority compared to others.</p>
<p><b>Breaking down tasks and review frequently</b></p>	<p>Reviewing a whole lecture may be overwhelming, breaking them down into smaller sections will be more manageable.  <u><a href="#">Review PowerPoint and notes daily!</a></u>  <u><a href="#">TIP:</a></u> Separate PowerPoints and notes for each class weekly into sections that you'll plan to review daily.</p>
<p><b>Limit Distractions</b></p>	<p>Minimize distractions while studying or completing assignments. Including use of phone and social media  Establish the best time of day to be studying whether that is earlier or later in the day to ensure you're able to use your time efficiently.  <u><a href="#">TIP:</a></u> Find a quiet, dedicated study space where you can focus without interruptions from phones, social media, or people.</p>
<p><b>Seek Support</b></p>	<p><u><a href="#">Do not wait</a></u> to reach out to classmates, faculty, or academic coaches if you need help.  Join study groups to assist with review and enhance your understanding of course material.</p>
<p><b>Reflect and Adjust</b></p>	<p><u><a href="#">Identify what's working well and what needs improvement weekly.</a></u> Make adjustments as needed to optimize your efficiency and productivity. Stay positive and view obstacles as opportunities for growth and learning.</p>
<p><b>Self-Care</b></p>	<p><u><a href="#">Self-Care is as important as learning content.</a></u> Allocate time for breaks and self-care activities outside of studying. These activities can include walking, working out, journaling, meditation, and yoga.</p>

