

# Manage your time

## Management success

Keep track of your time by exploring how you spend it. Focus on your priorities but keep your goals in mind. Planning your work is important, but making sure to “work your plan” is more important! Be sure to apply practical strategies as well as study techniques to get the most from in-class and out-of-class time. Reduce stress by making sure you have time for yourself! Work to achieve your goals. Change strategies when necessary.

## Prioritize

To prioritize is to put in order of importance starting with most important

Use your day planner. Beginning with the most important and write in the followings

- Classes
- Assignments
- Study time
- Organization time
- Social commitments
- Fun time

Not Urgent	Urgent	
Assignments after two weeks	Quiz tomorrow	Important
Phone call/ visit friend	Emergency situation	Not Important



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