

# TIME

*Think*

*Invest*

*Manage*

*Evaluate*

## Top Ten Ways To Manage Your Time & Be A Success

1. Keep a positive, persistent attitude. Be reliable and responsible.
2. Write your goals and your life mission. Post it where you will see it often. Read it everyday - Out loud.
3. Respect the power and potential of a minute. Then you will respect the power of an hour, a week, a month, a semester, a year. And yes, your life.
4. Choose carefully when, where and with whom you will study.
5. Identify, pursue and learn the skills you need to do better, be more efficient, save time and be successful.
6. Plan. Plan. Plan. Keep a calendar and a time journal. Know how long it takes to complete a task and find a spot where it fits. Allow enough time to do it well. Failing to plan is planning to fail.
7. Prioritize. Do first things first and do it NOW. Don't procrastinate. Being an expert on Facebook, or on television shows, or wasting time on silly things will not land you a great job or help your career, or earn you good grades. Make learning your priority.
8. Intensify your use of time. Start a study group. Use dead time. Pay attention in class. Focus. Stay alert. Use every opportunity. Try new things.
9. Sleep well. Eat well. Exercise. Relax. Take care of yourself. Your brain works best when you are physically at your best.
10. Evaluate your methods, your progress, your goals and your attitude. Change as necessary. Ask for help when needed. Be proactive. It's your life, your goals, and your degree. Make yourself a success!

People are not stupid, but they can do stupid things.

The successful completion of any journey depends on a good plan that accounts for problems, set-backs and other challenges.

Time is like money. It needs to be well managed! Once it's gone, it's gone!

The first step to success is to show up. Be present to your life and your studies.

The only person who fails to ask for help is one who wants to fail.