

TIPS FOR STUDENTS FROM STUDENTS

Staying organized and time management

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Staying organized and time management go hand in hand.

Here are my top 5 tricks and tips to help:

- Find a calendar system you like and use it to schedule everything (classes, study time, meetings, personal time, etc.). I use Google Calendar and I have a colour-coded system. I like it because I can update it from my phone. Since I've started using this, I feel like I stick to my schedule more.
- Use a task manager. Again, I use Google Calendar. Whenever a task comes my way, I add it to my list so that I don't miss it. I'm pretty busy with school, extra curriculums, and work so without a master list of all the tasks I eventually need to complete, I would forget about them completely. It's also so satisfying to check the tasks off!!
- Every morning, I sit down and write out a to-do list for the day based on your task list. I make sure it's realistic so if it's a bigger task, I'll break it into sub-tasks over a few days.
- Pre-plan your study days so that when deadlines are approaching, you don't feel crunched for time. I set small due dates for myself so that I stick to my plan.
- Remember to always schedule in personal time. Without scheduling it, you'll probably not prioritize it. In law school, I feel like this is a mistake. You can't be your best self if you're not taking care of yourself and in stressful environments you need to be your best self. This could be once a day, like reading before bed, or bigger time slots like taking Sunday all to yourself to fill your cup.

Set boundaries. Unless I'm in the middle of exam period, I generally don't work past a certain point in the evening because I know it would be futile. Know when you work best and set boundaries so you're not working when it wouldn't be the most effective.

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