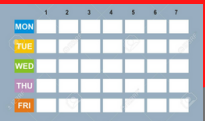




TIME MANAGEMENT TIPS

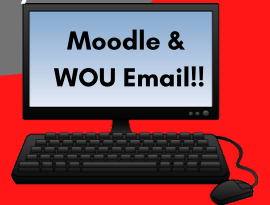
Create a Routine



Establish a schedule as if you were attending classes in person.

Designate a time to focus on each class

Don't forget to check Moodle & WOU email daily!



**MINIMIZE
DISTRACTIONS**



Priority Lists!

- Start with a list of tasks by due date
- Add assignment weight (# of points worth)
- Based on those criteria reorganize list by priority



Find a space (a room, desk or even a certain chair) you can designate as your "school" space. Try and only do school activities from that space.

****AVOID
MULTITASKING****

****TAKE BREAKS****



****CREATE A
ROUTINE AND STICK
TO IT****

****TAKE NOTES -
ELECTRONIC OR
HANDWRITTEN****

****CREATE A DAILY/WEEKLY TO DO LIST****



Having a hard time getting started? Pick small tasks to finish first and build momentum to your larger projects and goals.

STILL NEED SUPPORT?

MAKE A VIRTUAL OR PHONE APPOINTMENT WITH A STUDENT SUCCESS ADVISOR TODAY!!!!

****MAKE YOUR APPOINTMENT ONLINE VIA THE WCS
BUTTON IN YOUR PORTAL****



503-838-8428

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