



*Best*  
**TIME MANAGEMENT**  
*hacks*



Make a Task List rather than a To Do list and break down activities into smaller tasks that can be grouped together



Use your calendar to block time out to complete tasks and include buffer times to anticipate anything unexpected

Prioritise activities and work out how long the important tasks will take to do

Don't multi-task, it splits focus and you end up being less productive

Clock-watch, the visual aid of a clock nearby encourages you to keep to deadlines

Schedule breaks, it will help you to recharge and you're less likely to procrastinate