Hi, this is Lynnsae from Academic Services bringing you your Falconer Success Tip of the Week. This week I'd like us to focus on time management. Time management happens to be one of the biggest complaints from most students, but today I'm going to give you 5 steps to conquering that.

Step one: identify your time wasters and set goals, time wasters or things like social media scrolling, Netflix and Hulu bingeing and anything that distracts you from what you're supposed to be focusing on. After you identify those, the next step is to set the goals you expect to have for that week.

That ties right into Step 2. Step 2 is plan ahead. Planning ahead can be done by using things like flow sheets or making a list of all the assignments you have coming up for that week that you need to focus on. I like using things like this that are nice and flowy, easy to follow, and hold you accountable for the things that you have set to do that week.

Step three: small tasks first. I know it may seem important to put our biggest projects at the top of the list because it's what needs the most attention. However, if you start with smaller projects or tasks first on your To Do List, it actually gives you more motivation to move forward because you're crossing things off that list as you go, which then has a snowball effect into the bigger projects. It also makes you feel more accomplished and it gives you more motivation to continue on.

Step 4: establish routines. This is very important. I recommend establishing a routine that you use throughout the entire semester and this is staying consistent with waking up times, going to bed times, eating times, and workout times in addition to times where you study for specific classes, and then the time you dedicate to other things. Routines are known to work because they make you follow and do what you're supposed to be doing at that time.

And step five, don't forget about this. The most important. Self care. Like I said in the beginning, it's important for us to identify those time wasters and to set goals. However, after we do that, we should always still have time in our week to be able to focus on ourselves. So, if for you feeling good means watching an entire season of You on Netflix, go for it. But only do it at an appropriate time, not when we're supposed to be studying for our Chem exam.

And that's what I have for you this week. Stay tuned for next week's Falconer Success Tip of the Week.