TOP 10 TIPS

1. **Know Yourself.** When and where do you study/work best? Do you prefer to work alone or in a group? What are your time management strengths and weaknesses?

2. **Plan Ahead.** Don’t leave assignments to the last minute! Break down large tasks into smaller, more manageable parts – both for P-sets and studying for exams.

3. **Develop an Organizational System.** Make sure your inbox, computer desktop/hard drive and physical study spaces are organized. Create a to-do list system that works for you – tackle high priority, time sensitive tasks first!

4. **Be Efficient.** Recognize what distracts you (phone, TV, internet), and minimize interruptions. Utilize all the time in your day effectively (breaks between classes, etc.), and go to office hours prepared with questions!

5. **Seek Help When (or before) You Need It.** Take advantage of all of your resources EARLY – Faculty/TA’s, Tutoring/Seminar XL, your advisor and AA, S3, your House Team, MIT Medical/Mental Health & Counseling, Student Disabilities Services, etc.

6. **Understand Your Learning Style.** Not naturally organized? That’s okay! Try: focusing on the big picture, use images/diagrams instead of a traditional to-do list, take mini breaks – work for 25 minutes, take a 5 minute break, keep running notes for ideas/to-do’s.

7. **Avoid Perfectionism.** Trying to be perfect will only slow you down and stress you out! Set specific, reasonable goals for a set time period, and view mistakes/criticism as opportunities for learning.

8. **Learn to Say No.** You won’t have time for everything, so choose what you’re most passionate about. Managing time is sometimes more about dropping activities than adding new ones.

9. **Use Technology.** Find a platform/app that works for you – Google calendar, to-do apps, alerts/reminders, Mac Self-Control/website blocking…or go old school with Post-Its!

10. **Prioritize Your Health!** Reward yourself with breaks and other activities that motivate you (a run, movie, out with friends). Try to get enough sleep and make healthy food choices!