

# UNITED TRIBES TECHNICAL COLLEGE

**To accomplish my goals at UTTC I need to...**

Better manage my time.

TIPS:

## **Resources**

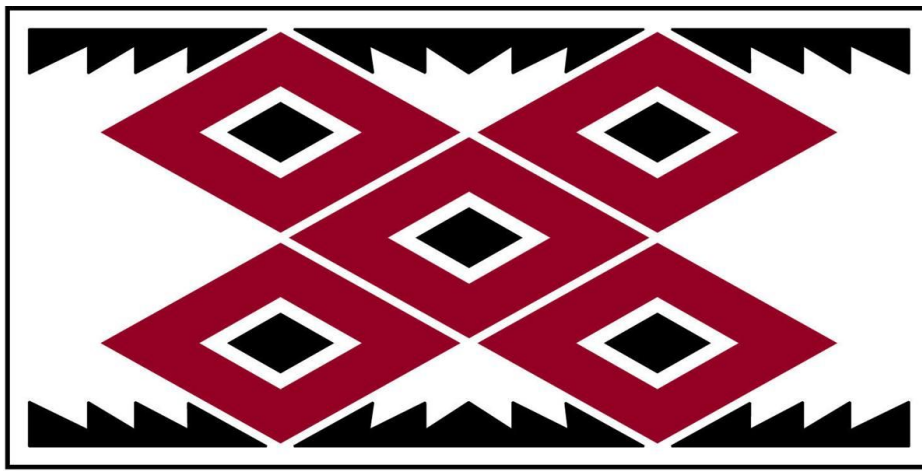
- Visit the CARE Center (lower level of JBC). The CARE Center has many time management resources and can meet with you individually to discuss time management strategies.
- If you are struggling with procrastination, you may find it helpful to talk with someone in Wellness Center, located near Jack Barden Center and Gymnasium

## **Get Organized**

- Make a weekly To-Do List. On a daily basis, update your To-Do List by prioritizing what you would like to get done that day.
- **Break large, time-consuming tasks and assignments into smaller tasks.**

## **Stick To It**

- Time management is a lifelong skill.
- **Get plenty of sleep, have a healthy diet and exercise regularly.** A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional responsibilities or social opportunities.
- **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches, but then get back to



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your work.

## **Always Carry a Book, Notecards, or Something You Need To Study**

- It has been estimated that most people spend 45-60 minutes per day waiting for things. Don't let the time you spend waiting go to waste. Read or study while you are eating lunch, waiting for the bus, waiting for a class to start, or waiting for a friend. Doing this 5 days per week could give you 5 more hours of study time!