

TIME MANAGEMENT STRATEGIES

Here are some tips to help you to better organize and manage the time ahead.

- ☞ **Create short-term and long-term study goals that are realistic.** Feeling overwhelmed? Write down your larger goals/objectives and work backwards. What steps will you need to take to achieve them? Anticipate obstacles and create ways to overcome them.
- ☞ **Make a schedule and account for every hour of the day.** Include your lecture time, study time, break time, sleep time, family time, etc. Be prepared to revise it as needed.
- ☞ **Identify sources of procrastination and change it.** Be honest with yourself about your barriers to concentration and take appropriate measures. Turn the cell phone off, find a quiet study space, avoid e-mail (it's a time trap). Let others know you are on "sabbatical" until the exam is over. Make yourself a priority and create an atmosphere that fosters learning.
- ☞ **Plan for more time than you need.** This way, you are prepared for the unexpected... things can always come up when you least expect it. Be **productively flexible**.
- ☞ **Recognize and respond to personal needs.** Feeling depressed, unhappy, discouraged, burned out and can't stop the cycle... **get help!** Don't "go with it" or wait until the last minute to seek out support if you are having a hard time focusing. Early intervention is key!
- ☞ **Avoid situations that will create more stress.** If friends/classmates are good sources of support, study with them. If they distract you or negatively fuel anxiety, stay away from them until your exam is over or until you are less likely to be derailed by their energy.
- ☞ **Self-care, self-care, self-care!** Guard against study burnout by taking regular study breaks and make time for nutrition and exercise. Get sufficient rest and engage in stress releasing and in relaxation techniques to reduce stress (*regular* physical exercise, yoga, Reiki, deep breathing, meditation etc).
 - www.einstein.yu.edu/OASC, "Medical School Challenges"
 - www.einstein.yu.edu/home/falk.aspx
 - [http:// www.hws.edu/studentlife/counseling_relax](http://www.hws.edu/studentlife/counseling_relax)
- ☞ **Stay on track with your schedule!** Post it in a visible place so it's a constant reminder. You can also share it with a trusted friend and hold yourself accountable. Revise it if it is not working! **Be flexibly vigilant!**