

How to Manage Your Time (Like a Boss)

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How would you prepare for a really big race?

How would you prepare to go on an extreme adventure?

How would you prepare for a major event, like a wedding, or the birth of a child?

How would you prepare for a zombie apocalypse?

DO THAT!

Think honestly about what constitutes your life.

- School
- Work
- Family, Spouse, Partner, Children
- Friends, Socializing, Online Dating
- Exercise (Getting Swole)
- Meaning
- Intimacy
- Commute
- Me-time
- Taking out the trash; walking the dog; video games; Sex and the City reruns; keeping your SnapChat game on point; reading for pleasure; Facebook stalking your high school nemesis/best frenemy; a million other things that you don't think very much about, but that actually take a lot of time to do

Take care of yourself.

- You cannot manage your time well if you cannot stay awake. Cutting sleep from your life in an attempt to create more hours in the day is not a strategy for success. It's a strategy for poor grades, failed relationships, and bad skin.
- Since you are the thing that is responsible for doing all of the things in your life, if you are not taken proper care of, then all of the things that you do in your life will be done poorly. Period.

Organize yourself.

- Have an honest conversation with yourself about how long things take you to do.
- Master the art of calendaring.
- Create a homework syllabus.
- Balance carefully who you want to be in the future with who you actually are right now.

Get real about what you mean when you say "I'm going to study" or "I have work to do."

- Where? When? With whom?
- Set limits. Break it down.
- Beware big chunks of unstructured time.
- The Pomodoro Method (25-minute increments with 5-minute breaks, or whatever increments work for you)

There are three things in this life that are categorically true. The first is that new eyeglasses and custom framing are always more expensive than you expect. The second is that Beyoncé is legit. She just is. And the third is that you will underestimate, often profoundly, how long tasks will take to accomplish.

Resist procrastination.

- Procrastination is not inborn. It is not innate. It is not who you are. It is a practice. It is learned, and it can be unlearned.

Practice prioritization.

- You do not regard all of the things in your life as equally important to you. Some things matter more than others. If this is so, then why do we approach all of our courses and assignments as if they are equally important and should require from us the same investment of time?
- Practice careful and meaningful prioritization in your academic life.
- The Eisenhower Method (Do. Plan. Delegate. Stop.)

Resist overcommitment.

- If you try to cram 48 hours worth of activity into 24 hours, then even the best, most immaculate time management in the world will not help you do everything you have set for yourself to do.
- Decide what matters most to you, and prioritize that.
- Just because you can, doesn't mean you should.
- Learn to say no.

**Practice the practice of accurate and honest self-assessment.
And cultivate the ability to adjust and adapt.**

*You would never prepare for a marathon by starting to train three days before.
You would never prepare for an extreme adventure by willfully delaying your planning.
If you were getting married, then you would invite people more than a day in advance.
If you were going to have a baby, then you'd probably buy some baby stuff before the baby was born.
And if you knew there was going to be a zombie apocalypse, then proper planning and preparation would mean the difference between surviving and... well... becoming a zombie.*

**Don't become a zombie. Be kind to yourself. Plan. Cultivate good practices. Reach out.
And take control.**

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