

Top 20 Ways To Get The Most Out of Right Now



1. Study difficult (or “boring”) subjects first.
2. Be aware of your best time of day.
3. Use waiting time.
4. Use a regular study area.
5. Study where you’ll be alert.
6. Agree with roommates about study and sleep time.
7. Shut the phone off. Work at a computer without internet access.
8. Get ready the night before.
9. Call ahead.
10. Notice how others misuse your time.
11. Setting boundaries- practice saying “no.”
12. Hang a “do not disturb” sign on your door.
13. Avoid noise distractions.
14. Ask yourself: What is one task I can accomplish today toward my goal?
15. Ask yourself: Am I being too hard on myself?
16. Ask yourself: How did I just waste time?
17. Ask yourself: Can I delegate this?
18. Ask yourself: Am I making time for things that are important but not urgent?
19. Ask yourself: Could I find time if I really wanted to?
20. Ask yourself: Does this have to be perfect?