



BOSTON COLLEGE CENTER FOR STUDENT WELLNESS

•••• *Wellness Tips* ••••



# TIME



BOSTON COLLEGE  
Division of Student Affairs

CENTER FOR STUDENT WELLNESS

# TOP 10 TIPS

**1.** Use a planner to add due dates of major assignments and plan your time

**6.** Work in 60-90 minute cycles with 15-20 minute breaks

**2.** Organize your study space and files to declutter and increase efficiency

**7.** Minimize distractions by limiting time on devices

**3.** Make a to-do list for each week and each day

**8.** Use Google Calendar or a similar app to keep track of commitments

**4.** Decide what your priorities are and put those first on your to-do list

**9.** Schedule in breaks and time to get a full night of sleep, eat, relax, socialize and exercise

**5.** Break up large tasks into smaller manageable chunks

**10.** Use small moments, even 3-minute blocks, to check email, read articles, send texts, stretch or tidy up