1. Another way to define time management is to work "SMARTER," NOT "harder."

2. The simplest, (and yet sometimes the most difficult) time management technique to use is: Start EVERYDAY by making a written "TO-DO" list of things to accomplish that day.

3. Look at the list at the end of the day. And DON'T throw the list away unless you have ACCOMPLISHED every item on the list. (You’ll need it the next morning when you’re making your new list.)

4. Tardiness is usually closely related to poor PLANNING.

5. Use vertical files where you store documents on EDGE, rather than “stacking” papers in piles. You don’t have to become a fanatic to be “comfortably” organized.

6. Another good time management tip is to use a daily/weekly PLANNER. (Where you can write down appointments, classes, and meetings on a chronological logbook or chart.)

7. Of all the things you do during your day, only about 20 percent really matter. The 80/20 Rule, should serve as a daily reminder to focus 80 percent of your time and energy on the 20 percent of your work that is really important.

8. It has been shown that some basic scheduling of times to do tasks can & will save you lots of wasted time everyday. “One minute spent PLANNING saves 20 minutes in doing.”

9. Choose a place free from DISTRACTIONS to study.
10. You should schedule as much study time as possible during **DAYLIGHT** hours.

11. Schedule time to go over lecture material immediately after class; * Remember: Forgetting is greatest within **24 HOURS** without review.

12. A good school/study schedule should allow sufficient time for sleep, a well-balanced diet, and **LEISURE** activities.

13. Effective people stay out of Quadrants III and IV because, urgent or not, they aren’t important. They also shrink Quadrant I down to size by spending more quality time in Quadrant **2**, (the quadrant which is the heart of effective personal management.)

14. The results of spending too much time in Quadrant I, (where you are handling Important & Urgent stuff), is **STRESS**, burnout, & always "putting out fires."

15. People who spend too much time in Quadrant IV (Not Important/Not Urgent stuff), are often wasting time, & very irresponsible, and could probably end up getting **FIRED** from their job.

16. The main reason for studying and using the Covey Quadrants is to **PRIORITIZE** the activities that occur in your life.

17. Quadrant III is sometimes called the Quadrant of **DECEPTION** because you can be fooled into spending too much of your time there, thinking that stuff there, (like interruptions, & unscheduled phone calls), are more important than they are.
18. One great tip for time management is to focus on, & know what is important - you should **WRITE** down the key goals you are working towards.

19. Know when you are at your **BEST**, and schedule quadrant 2 activity for that time.

20. Another great time management tip is to make the most of 10 minutes - many useful tasks can be done in a "spare" 10 minutes, including taking a **RELAXATION** break.