

LIVE STREAM  
3:45 PM  
MON-FRI

EARN MONEY  
FOR YOUR  
STIPEND

LEARN  
VALUABLE  
INFORMATION



COMPLETE THE  
SURVEY

STAY  
CONNECTED

# Time Flies- How to make the most of it!

Set yourself up for success with strategic planning  
using routines, avoiding time-wasters, and making to-  
do lists

# TIME MANAGEMENT AND ORGANIZATION GO HAND IN HAND

Time management and organization go hand in hand. Together, the two play major roles in your academic and personal success. It's important you learn how to manage and organize it all to increase productivity.

# WHY IS THIS IMPORTANT?

## SUCCESS

- Set yourself up for success now
  - Good habits don't form overnight. Continuously work hard to form these routines and gain independence now while there is time.

## RESPONSIBILITY

- You are your own responsibility
  - This is a crazy time for you, your parents, and your teachers. Reach out to Upward Bound staff to help you, but take responsibility and do your part where you can.

# WHY IS THIS IMPORTANT?

## DEADLINES

- Never miss a deadline
- ❑ Set a schedule and stay organized through to-do lists to stay on top of all your tasks. Homework deadlines will be met and the proper amount of study time will be allotted for exams.

## LESS STRESS

- You'll have less stress when you have more organization
- ❑ Good time management means you'll have more time in general. More time to sleep right, more time for your health, and more time for yourself.

# WHAT ARE PRACTICAL STEPS TO GET ON TRACK?

Routine

Plan

Goals

# ESTABLISH ROUTINES

## CREATE A SCHEDULE

Creating and sticking to a daily schedule with help things feel normal and increase productivity.

## PORTION YOUR TIME

Portioning your time helps you focus on one thing at a time so you can complete it to the best of your ability.

## FUTURE SUCCESS

Establish good habits now so next year when you juggle multiple things you are prepared.

# FOCUS ON ONE THING AT A TIME

## MULTITASK

If you try to juggle multiple assignments and tasks, you'll likely end up being less productive.

## BE MINDFUL OF YOUR TIME

Keep a portion of time for each task and make sure you stay within that schedule.

## LEARN TO SAY NO

Give your full attention to one task at a time



# SET GOALS & IDENTIFY WASTED TIME

## IDENTIFY

Figure out what draws your focus away from your studies. Is it social media? Try placing your phone in another room. Too many naps? Avoid doing homework in your bed.

## GOALS

Set goals to not engage in that behavior that distracts you for certain amounts of time. Example, don't look at TikTok for at least 45 minutes while you do your geometry.

## REWARDS

Treat yourself! Once you reach your goal, reward yourself. Didn't get on TikTok for 45 mins? Allow yourself a brain break for 5-10 min and watch a few videos. This helps avoid burn out.

# PLAN IT OUT

## USE A PLANNER

Use a planner or calendar to keep track of tasks long-term. Record all important deadlines.

## MAKE TO-DO LISTS

Thought of a new task?  
**WRITE IT DOWN!** Completed a task? **MARK IT OFF!**

## HAVE A PLACE

Make sure all your things, including yourself, has a place. Designate an area for school work and avoid your bed or noisy areas to help you focus better.

# CONCLUSION & APPLICATION

This is a weird time for everyone. We are all trying to take this a day at a time. Give yourself some grace and use these tips to be more successful during this time.

## What to do today:

- Complete the questionnaire
- Create a to do list,
- Set three goals for the remainder of the semester
- You should reward yourself with a break after working hard for a solid block of time! What are somethings you can do to relax during your break?



# QUESTIONNAIRE LINK FOR STIPEND

<https://bit.ly/timefliesub>



Upward Bound Programs



OpportunityResourceServices



Opportunity Resource Services