**SET CLEAR GOALS**

Define your short-term and long-term goals for both work and school. Break down larger goals into smaller, manageable tasks.

**CREATE A SCHEDULE**

Use a planner, calendar, or scheduling app to organize your time. Allocate specific time blocks for classes, work, study sessions, and personal activities.

**PRIORITIZE TASKS**

Identify the most important tasks and focus on them before tackling less critical ones.

**CREATE A ROUTINE**

A consistent routine helps build habits. Schedule specific days and times for classes, work shifts, and study sessions.

**AVOID PROCRASTINATION**

Break tasks into smaller, more manageable steps. Set deadlines for each step to avoid last-minute rushes.

**MINIMIZE SOCIAL MEDIA DISTRACTIONS**

Set designated times for checking social media to avoid constant interruptions.

Use apps or features that limit your social media usage during study or work hours.

**OPTIMAL STUDY ENVIRONMENT**

Find a quiet and comfortable place that suits your focus preferences, whether it's a library, coffee shop, or a dedicated study space at home. Experiment with different environments to identify what works best for you.

**LEARN TO SAY NO**

Understand your limits and don't overcommit. Politely decline additional responsibilities or tasks if they interfere with your priorities.

**UTILIZE BREAKS**

Use short breaks between classes or work shifts for quick tasks or relaxation. Avoid using breaks for extended periods of unproductive activities.

**USE TECHNOLOGY WISELY**

Leverage productivity tools and apps for scheduling and task management. Set reminders and alerts to stay on track.

**STAY ORGANIZED**

Keep your study space, notes, and materials organized. A clutter-free environment can contribute to better focus and efficiency.

**TAKE CARE OF YOURSELF**

Ensure you allocate time for self-care, including exercise, sufficient sleep, and relaxation. A healthy mind and body contribute to better productivity.

**FLEXIBILITY**

Be adaptable and open to adjustments in your schedule. Unexpected events may occur, so having some flexibility can help you manage them more effectively.

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