



**TAKES TIME
TO
MAKE TIME**

This mind map is meant to help you remember techniques you can use to work smarter and save yourself time.

College is a lot of work, and it often feels like you're balancing more things than you can hold. These techniques will help you get organized and stay on task.

Time is money as they say. It takes money to make money, and it takes time to make time. Be patient with yourself as you learn these techniques. No one is perfect, but you get better everytime you try again.

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Time Management Techniques for Students with ADD (ADHD)

Create a Daily To-Do List

- Have a master list for the whole week and pull from it to create a daily to do list.
- Remember to keep your list small and manageable.

Color-Code Priorities

- Look at deadlines and pre-set appointments
- What has to happen first? Color-code your to-do list so you know what has to come first.

Don't Overestimate the Time You Have

- There are 24 hours in a day. With class, sleep, eating, and work, how much time is really left?
- Plan within that window.

Create A Project Outline

- What should this project look like?
- How much time should each section get?
- Remember to slow down and plan before diving in head first.

Use Apps!

- Stay off your phone: Forest
- To-do lists: Wunderlist, Actions by Moleskin
- Calendars: Google calendar, TimePage by Moleskin
- Stay on task: Time Tracker, Focus Keeper, any timer.

Carry a Notebook

- As things are scheduled, write them down so you don't forget them.
- Add them to your apps later.
- Have multiple small notebooks for different classes or different parts of your life (school, social, work, etc.)

Schedule Recharge Time

- Workout, read, nap, play music, create art, go for coffee with friends, hike, or anything you enjoy! Just make sure you do something that re-energizes you.

Set an End Time for Working

- An end time can be a HUGE motivator. Set times you are done with working for the day and work all the way until the end.
- Make sure it's enough time to get things done.