

## Time Management and Routine Building Tips

**1. Assess time spent with a daily log:**

It is important to track “where time goes.” One approach is in the evening take time to write down the activities you have the next day, as well as a plan for accomplishing your needed tasks. For the people who have more stable clerkship/course schedules, once you have a good sense of a daily pattern, you can move from your daily planning to weekly planning.

**2. Plan regular routines and time for self-care:**

Set recurring self-care routines. This may include daily routines such as cooking or exercise, or dinner once per week with friends. It could be daily prayer rituals or mindfulness practice. You could establish times in your day or week to connect with loved ones or friends.

**3. Make a list of assignments and goals with deadlines:**

Keep track of course requirements and any changes that occur. Also make a list of personal goals. Combine them to create a daily schedule.

**4. Prioritize tasks daily:**

Write down a list of tasks and rank your priority. Do the important ones first. Do the hard ones during the most productive time. Practice saying “No” to things that you don’t need to put on your plate. Hard to prioritize tasks? Consider the Eisenhower Box:

	Urgent	Not Urgent
Important	Do first	Schedule to do
Not important	Delegate	Don’t do it, drop or delete

**5. Budget your time:**

Once you have your priorities for the day, budget how much time you think each task would take, and put it in your schedule. Don’t over-plan things to every minute. Leaving some room for breaks is a good idea. Having a balance of some structure in your day, plus a little flexibility can reduce the stress of falling behind.

**6. Reduce distraction:**

Turn off your phone notifications during the time you need to focus on an important task. Set a time limit for browsing news and social media. It can be helpful to plan time when you only check emails a few times per day, instead of checking them all day long. Communicate with people in your living space when you need to limit distractions to set boundaries.

**7. Plan something you look forward to:**

At the end of the day, perhaps it is a chat with friends or cooking a delicious meal. Something you enjoy as a reward for yourself!