

## Time management & routine building tips during COVID-19 :

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

It is important to track “where the time goes”. I included a simple template for you to consider. I would suggest writing down the activities of the day before bed, and plan for next day. 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 routine and time for self-care:**

This is a good time to practice self-care routine to reduce stress. Although you don't go to classes physically, and cannot go to the gym, it is still good to get up and get dressed like you are going to class or somewhere. Have some accountability can be a good thing- set up time with friends to do exercise, such as yoga and Zumba, etc.

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

keep track of changes of the courses and the requirements. Also make a list of personal goals. Combine them to create a daily schedule. See “course tracking sheet” as an example.

**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 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. Leave some room for breaks is always a good idea. Having a balance of some structure of the day, and 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 only check emails a few times a day, instead of checking it 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 as a reward for yourself!