

Spring Reset: Time Management Tips

Spring is the perfect time to refresh your time management strategy. A simple reset can help you feel more in control and able to balance your studies with your other responsibilities.

- Start by noticing how you spend your time to raise awareness of what's working and what's not. Then, eliminate unnecessary commitments and focus on what really matters.
- Try the 'Rule of 3' each day - complete 1 must-do task, and 2 other important tasks.
- Schedule time blocks for your studies and match your most important work to your highest-energy time for maximum productivity.
- Set aside 30 minutes at the beginning of each week to plan ahead and stay organized, marking important assignments on your calendar and setting reminders.
- Remember to also make time for yourself, as self-care is essential for success.

Revise Your Social Media

Spring is also a great time to revise your social media profiles. Keeping your accounts up-to-date ensures they reflect who you are today. In addition to staying connected with friends and family, your social media can also help demonstrate your professional brand and make a positive impression online.

Need more information? [Schedule a call](#) with your AthLife advisor to discuss your career or education goals.



Plan Ahead for Finals

Finals are coming up soon! It's important to start preparing early to help reduce stress and improve your performance. Follow these steps to ace your finals and finish the term strong.

- Track key dates - Write all final exams and project deadlines in your calendar.
- Start reviewing early - Review your class notes, readings, and past assignments.
- Break it down - Study your material in smaller, manageable chunks instead of cramming.
- Ask for support - Connect with professors, tutors, or classmates if you need help.

