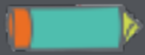


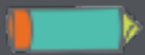
CYCA

TIME MANAGEMENT TIPS



PLAN FOR TOMORROW, TONIGHT

Right before you call it a night, make a list of things to do for tomorrow



USE YOUR LUNCH BREAK TO BUILD

Identify short task you can complete on your lunch break like social media posting, create a task list, write out your course objectives or design your slides



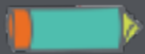
BLOCK OFF TIME ON YOUR CALENDAR

Schedule time you plan to build on your calendar so 1 you have a reminder and the time and 2 you don't have to worry about someone scheduling a call with you.



TURN OFF ALL APP NOTIFICATIONS ON YOUR COMPUTER

This avoids unsolicited interruptions, like Facebook (it's a time stealer).



PLACE YOUR PHONE ON DO NOT DISTURB

This also avoids unsolicited interruptions, like friends that call just to holla.

