

# MANAGE YOUR TIME

Step 1:  
block out your commitments—  
your classes and  
work study/job, etc.

Step 2:  
block out the necessities—  
when you will wake up, get  
ready, sleep, commute  
to classes, etc.

Step 3:  
block out time for study and  
class preparation

Step 4:  
block out time for yourself—  
exercise, arts, self-care,  
time with friends, etc.

**Looking for more resources?**  
Find more time management  
resources [here!](#)

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