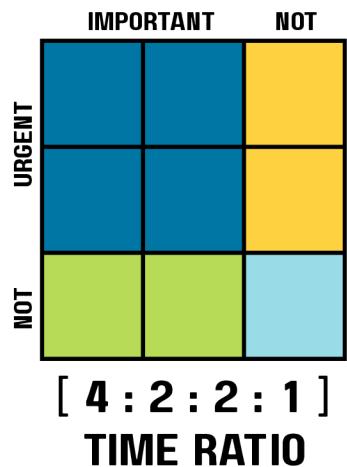


"The Time Square"



TIME AND TASK MANAGEMENT

- 1 **IMPORTANT + URGENT**
- 2 **IMPORTANT + NOT URGENT**
- 3 **NOT IMPORTANT + URGENT**
- 4 **NOT IMPORTANT + NOT URGENT**

MOST TIME

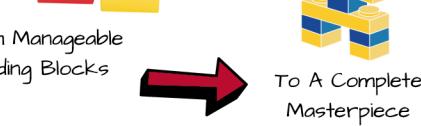
LEAST TIME

Rule ONE



Rule TWO

LET TASKS LEAD, LET TIME GUIDE.
TASKS DECIDE WHAT MATTERS.
TIME MAKES SURE IT HAPPENS.



From Manageable Building Blocks

To A Complete Masterpiece

TASK > TIME

Tasks set priorities: Start with what needs to be done, not just what fits on the clock.

Time supports tasks: Use time to pace yourself, not to box yourself in.

Flexibility matters: If one task takes longer, shift the "when" instead of derailing your whole day.

Deadlines are the anchor: As long as you finish by your set deadline, the exact hour matters less.

Balance is key: Some things must happen on time (class, meetings), but most tasks just need to be completed.

Rule three

FLEXIBILITY AND COMPROMISE ARE KEY!

FALLING BEHIND DOESN'T MEAN FAILING; YOU CAN ALWAYS SHIFT STRATEGIES AND FIND SPACE TO CATCH UP.

BUILD ROOM FOR SETBACKS TO HAVE FLEXIBILITY WHEN LIFE GETS MESSY

SUCCESS ISN'T ABOUT STICKING TO A PERFECT SCHEDULE, IT'S ABOUT ADAPTING TO CHANGE.

TAKE A MOMENT TO CELEBRATE AND PROVE THAT YOU CAN ADJUST AND KEEP MOVING.

COMPROMISE ISN'T WEAKNESS, IT'S A STRATEGY TO BE SURE YOUR GOALS SURVIVE REAL LIFE.

Steps to Plan Your Week

1. Classes & work
2. Tutoring, SI, Success Coaching
3. Meals & Self-care (non-negotiable)
4. Study blocks & deadlines
5. Personal responsibilities
6. Flex time & catch-up
7. Social & hobbies
8. Reward yourself

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							