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Miami Dade  
College

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## Manage Your Time Wisely

College can be the best time of your life, provided you learn to manage your time well. Proper [time management skills](#) are essential to a successful, less stressful college career. Here are some pointers that will help you balance your days:

### Set priorities

- With so many activities available to you in college, it's easy to lose sight of what's important. Prioritizing is the key to [time management](#). First, list your responsibilities (classes, study time, etc.) in order of importance. Then, add any extracurricular activities in which you want to participate. Setting priorities will keep you focused on your educational goals, yet still leave time for some fun.

### Get organized

- Invest in a planner or calendar to help you keep track of classes, due dates, schedules, and activities. Leave yourself reminders about important events so that you stay on top of things. By becoming organized, you can be sure that your time is put to use in the most productive manner possible, and [avoid wasting time](#).

### Don't overload yourself

- Take care not to spread yourself too thin, and don't be afraid to say "no" to some things. Also, reserve some time for yourself--you'll reduce stress and be less likely to burn out.



### Ask for help

- Check to see if there are time management seminars at your school. If you need help managing your time, get in touch with your counselor. They can help you create a schedule that works for you, so that you get the most from your college experience.

Time management is a simple habit to master. You can start practicing while you're in [high school](#), by learning to prioritize, schedule, and organize, you'll soon see a difference in your energy and productivity. You'll also learn a very valuable life skill that will serve you far beyond your college years, and well into your professional and personal life.

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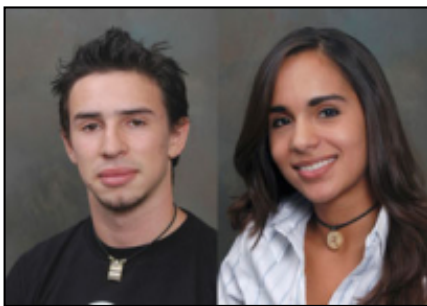
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