

Balancing Responsibilities

Tips for better school-life balance

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1 Figure out your priorities

Prioritizing can be as simple as putting first things first. To make sure things get done you need to establish what is most important to you. Prioritize your list in order of importance to complete your most critical tasks earlier.

2 Keep organized

Use a calendar to plan ahead, schedule in advance, and stay on top of things. Use lists to note down daily tasks. Keep your space organized for better ease of mind and sharper focus.

3 Leverage your habits

If you're not a morning person don't force yourself to wake up early to study. Do that when you know you are most alert. If you can focus for long periods of time with no breaks, then do it. If not, divide your work into chunks and plan out breaks in between. Know your tendencies and work with them.

4 Make time for yourself

Aim to get enough sleep, exercise regularly and eat a healthy diet. Know when to stop, take a break, go out, and have some fun. A healthier lifestyle and mindset keeps you from becoming burnt out and overly exhausted.

5 Don't be afraid to ask for help

Having open communication with others makes everything easier. Remember that it's okay to fail, okay to make mistakes, as long as you get back up, seek the support you need, learn from it, and try again.

6 Trust in your abilities

Trust in yourself. You are here for a reason and you are absolutely capable as long as you remain determined and put in hard work.

7 Celebrate small wins

Don't always just focus on big victories, like finishing an entire semester strong. Instead, remember to celebrate small achievements too, like turning in your project on time or acing a quiz.

8 Remember long-term goals

Begin with the end in mind. Remember why you are here and what you are here for. College isn't forever. In the end, this too, shall pass.