

How to Effectively Manage Your Time



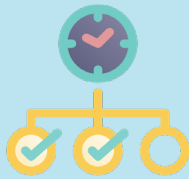
Short Term Goals (STGs)

STGs allow you to break down your LTGs so that they become more manageable and achievable.



Long Term Goals (LTGs)

LTGs are the ultimate goals that you hope to achieve through consistency and dedication.



S.M.A.R.T. Goals

Consider if your goals are specific, measurable, attainable, realistic, and timebound.



Personal Goals

To prevent burnout, allow yourself some flexibility to work on your personal development.



Things to Consider When Building Your Schedule

Try to set honest and realistic expectations of yourself. Remember that things may not always go according to plan but it is important to practise your patience and persevere!

