**8 Ways to Take Control of Your Time**

*Fill in the blanks with the appropriate words as prompted.*

1. **Make a to-do list every day:** Put the most important tasks at the top, even if they're things you're \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (afraid of), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (deal with) them first. Include things you want to do on your list too, so you have items you're \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (anticipating with pleasure). Try motivating yourself with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bonus) if you get to everything on your list.
2. **Keep your work with you:** That way, if you find yourself with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (spare time)—while on the train or bus or waiting for an appointment—you can get something done.
3. **Don't be afraid to say no:** It's OK to say no if your friend asks you to go to a movie one night but you have a test the next morning. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in its place), find a time that works for both of you and go see the movie then.
4. **Find your productive time:** Are you a morning person or a night person? You'll be more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fast and productive) if you work when you're at your best.
5. **Create a** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (special) **study time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designate) a time devoted only to studying or homework. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (turn off) your phone and respond to calls or texts when your work is finished. Don't check email or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(browse the Internet) (except when you need to for the work you're doing) during this time either.
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (estimate and plan) your time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (find out) how much time you usually spend on your activities and then create a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (7-day calendar/agenda) to follow. Determine how much free time you have before you add any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (obligations). And don't forget to schedule time to relax.
7. **Don't get** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (distracted)**:** If you find yourself wasting time on unimportant things, stop, check your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list of things you need to do) and get back to what's at the top. Maybe you're \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (putting things off) because you're not sure how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (proceed) on a school project. If that's the problem, check with your teacher to clear things up so you can get moving.
8. **Get a** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enough sleep)**:** Your brain needs rest to perform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (at its best). If it's time to sleep, list the things you still need to get done on the next day's to-do list and go to bed.

https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time