

## TOOLS



### Time management and organization



- Have a **digital agenda** or a **notebook**, to take a list of what you need to do and take notes in classes of future assignments and **prioritize tasks**.
- **Note-taking** (Digital): Keywords, dates, and activities' info; All of this will provide you peace.
- **Planning**: Create something where you state what and how you will achieve what you need.
- **Templating**: Design a template to use with your school assignments. After that, you just need to insert information where it belongs.
- **Reminders**: Find something that might be useful to set reminders. Trust me; this would be very beneficial.
- **Pomodoro Technique**: It was my ally to be able to manage and take advantage of my time, so I can do my tasks and take care of my personal life.
- Use the **eisenhower box** method
- Do all the **homework** that you can **on weekends**, so you won't have too many things to do on the week.