PROPERLY MANAGED OF THE TIME AND ORGANIZATION

Ways that you can improve your organization.

- Use **excel to make a schedule** (task, exercise, and more).
- **Make** a **calendar** for the **upcoming** important **events**.
- Have a **digital agenda** or a **notebook**, to take a list of what you need to do during the day and take notes in classes of future assignments. It is very necessary to write down all the activities that were assigned to me
- **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.

Ways that you can track on

- **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. I usually used 20 minutes to do a certain task then took a short break (5 minutes) and continued with my tasks successively.
- **The eisenhower box**
- **Do** all the **homework** that you can **on weekends**, so you won´t have too many things to do on the week.
- **Do homework days before** to not do them in the deadline

STUDY EFFECTIVELY

- **Seek on Google the topic** of the test before start reading pages given by the teacher. In that way you will a notion of the topic and you will understand better.

- **Read the topic completely** before doing an assignment.

- **Study in groups**, share ideas with my colleagues about a topic and try to analyze what we have learned in that way you will understand more.

- **Use different colored highlighters** to underline what is most important. That stimulate my brain and make it easier to study.

- **Practice makes the master**, never try to learn something by heart, just put it into practice and you will see that it works for you.

- In your free moments, **help your classmates** and so you practice what you already know.

- **A place to study**, the main tool that helped me during my junior and senior year was purchasing a desk to do my homework. I remembered that Teacher Diana told us about selecting a study place which was not our bed, but I did not pay enough attention because since I was a kid, I have done my homework in my bed. However, a pandemic came, and I was falling asleep when I was doing my homework, so I decided to buy a desk, and It was and is the best thing I have ever bought.

- **Ask for help** when You don't understand something, it will make everything easier for you.

- mental maps

- **Make** colorful and illustrative **summaries** to understand better the topic.

TAKE CARE OF YOUR MENTAL HEALTH AND WELLBEING

- I had **a notebook** where I **write EVERYTHING** about my feelings, my days, my homework, and so on. It is the best way to describe how you feeling and also help you organization"

- When you are sleepy and tired, **take naps** of less than 30 minutes instead of 1 hour, it will take less time for your brain to wake up.

- **Focus on your learning**, and not on how others see you.

- **Never say you can't**, even if everything goes wrong; Success is not easy.

IMPROVE ENGLISH SKILLS

- **Read Raz-kids**

 -Put a **reminder** on your cellphone to **read every day**.

-**Watch tv/series** in English audio and Spanish subtitles; then English audio and English subtitles; and the with no subtitles.

- **Talk and typed** with friends **in English**.

IMPROVE PROGRAMMING SKILLS

-    **Use a notebook** to write everything while you are learning programming and English.