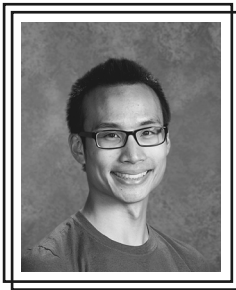


EXPERT TIPS

with ALVIN LEE



He's a full time teacher at Ross Sheppard, entrepreneur, and leader within his community.

"Find out how much time you need for yourself to stay mentally happy, how much time you need to spend with friends, what are your commitments. Make sure you block it into your schedule. Then look for all the little holes in your schedule; for example, in between transportation times, reply to a couple emails. Also, it's very important to stay on a regimented sleep schedule; if you keep flipping around your sleep schedule your body takes time to adjust."

CHECK THIS OUT

Google Calendar

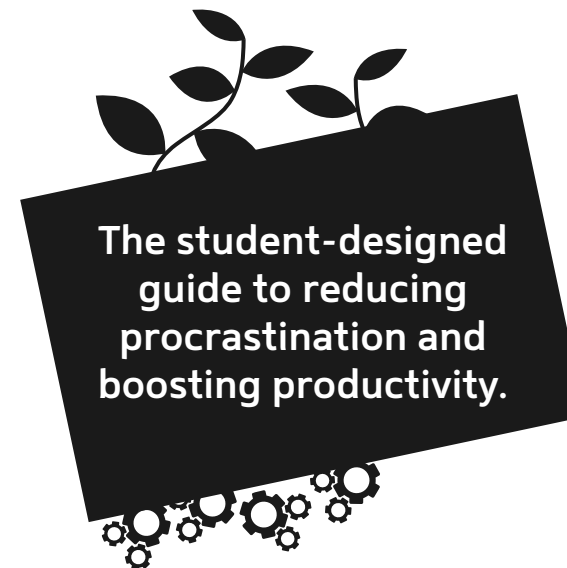
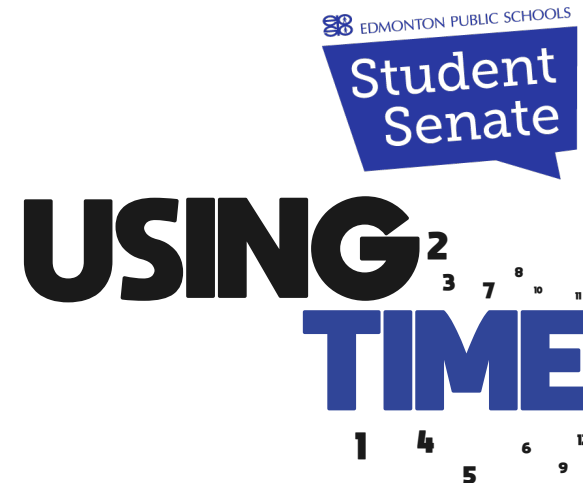
A lot of people prefer hand-written agendas, which is awesome! But with such busy lives, the numerous Google Calendar integrations might take your productivity to the next level.

Read more at: <https://wiredimpact.com/blog/8-reasons-to-use-google-calendar/>

Forest & Noisili

These two apps will turn your phone into a key productivity asset. Forest allows you to grow a tree while keeping the app open - meaning no social media! Noisili allows you to mute your surroundings with ambient noise mixing. Simulate coffee house chatter at school!

Read more at: <https://www.forestapp.cc/en/> and <https://www.noisli.com/>



"Time management is a skill you will work on for many years to come. You can always ask for help. Know that you've got this and I believe in you."

— Michelle Draper
Board Chair, Edmonton Public Schools

WELCOME to USING TIME

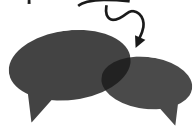
Time is valuable! We all know this simple truth, yet we often waste what little time we have in our everyday lives. Procrastination is often the culprit, but many people don't know how to prevent this habit. Are you one of those many people? If you think you might be, this resource was created for you. In this pamphlet you will find the following:

- **Techniques** you can apply today
- **Reasons** you might be procrastinating
- **Further resources** to combat procrastination

pro- cras- ti- na- tion!

The term
haunts our
lives, so...

What is it, and why do
people talk about it so
much?



Procrastination

We have all experienced its relentless pull, tearing us from our urgent assignment to our Instagram feed. But if it's so simple to understand, why do we still do it?

Psychologists have found evidence to show that it is "self-defeating behaviour." More simply, it comes from us imagining our failure, and then succumbing to our self-fulfilling prophecy. Frequent procrastinators can escape the cycle by using self-regulation and time management methods to bridge the gap between intention

Approaching procrastination

A good way to avoid procrastination is to anticipate when you're going to do it. By picturing success you'll achieve just that.

QUICK TIPS

Do you have trouble with goal setting?

First thing: break your goals into small pieces, so they're actually possible. Secondly, give all your goals a target. Don't finish in time? No problem! Budgeting your work will give you more time overall.

Is procrastination interfering with your goals?

Envision yourself after the exam, celebrating your hard work paying off. Also, try to predict procrastination. For example, turn off your phone and disable distracting websites before you get to work.

Not sure how much you're procrastinating?

Keep a casual journal to reflect on the habits you're developing and build positive ones. Catch procrastination habits before they start, and be more honest with yourself. This will help you end the cycle before it starts.

Making it habitual

Sometimes we come across practices that improve our lives dramatically. It's important to turn these into habits! To quote Aristotle, "We are what we repeatedly do." Try to commit yourself to making your goals into habits by building gradually, and repeating these activities over a long period of time.

but HOW?

Stick with it for at least 21 days and see what happens! It's important to recognize failure when trying to make these habits stick. Nobody is perfect. You may even go a whole week without completing your desired habit - don't fret. As long as you persevere, your desired habit can become a reality.

The art of the bullet journal

Pay attention to what you do with your day. If your focus is constantly split between multiple activities, such as math questions, Snapchat, and an essay due tomorrow, your productivity will suffer. Simply by noting what distracts you, you'll remove the distractions from your life. One trick is to note every time you start a new task. Create a journal and pretend you're a spy watching your every step and documenting it all. By taking careful watch of what you do with your day, you can begin to make real progress.

The bullet journal

One cool example of this method is called the bullet journal. With this, you jot down all tasks you schedule and complete in your day, along with interesting facts and tidbits you pick along the way. It's definitely an old-fashioned method, but is very effective for getting started with journaling. There are a couple of more guidelines that will help you get started with your bullet journal that can be found at <http://bulletjournal.com/>. Remember, all it takes is a notebook and a pen!