**Domain Name: best way to manage time during admission test preparation.**

**Answer:  
1. Prepare Study Schedule:**

Prepare and follow an effective study schedule to avoid any last-minute problems and mishaps. Effective time management techniques involve preparing hourly study schedules topic-wise, allocating more time for difficult topics, sparing enough time for revision, and essential activities like eating, bathing, and sleeping. Remember to make a simple and easy-to-follow study schedule.

**2. Plan Your Exam Approach:**

Strategize your exam solving approach before your actual exam by solving mock test papers. Familiarize yourself with the exam format, questions pattern, marking scheme, and then plan your approach to solve it with effective time management. This way you can avoid confusion and misinterpretation during your actual exam.

**3. Be realistic with your exam preparation schedule:**

Before starting your exam preparation, you must have an idea about the time you need to finish your exam prep. Then, you should make a realistic schedule that includes the following:

- The subject you want to focus on and for how many hours

- The days you want to study

- The time of the day you want to study

- What you want to achieve during each study session

- What you want to leave out of your study schedule.

**4. Practice, Practice & Do More Practice:**

The only way to learn time management during exams is by practicing it.  Do writing practice to write your answer in neat handwriting, practice questions as well as whole question paper under the exam-like setting. Practicing full question papers while sticking to the exam time limit will give you a fair idea about effective time management during exams.

5. **Don't spend too much time on one subject:**

One of the most common mistakes students make is spending too much time on one subject. It's important to spend enough time studying each subject, but it's also important to make sure you don't spend too much time on any one thing. If you spend too much time studying one subject, you won't have enough time to study everything else you need to know. If you find yourself spending too much time studying one subject, try to switch it up. Focus on another subject for a while, then come back to the first one.

6. **Learn to say no:**

Another important aspect of effective time management is learning to say no. You will be tempted to say yes to everything, especially when you're in a competitive environment surrounded by other high-achieving peers. You must learn to say no to things that are not important to you so that you have time to spend on the things that are. Say no to extra study groups, events, and projects that you don't absolutely have to be a part of. You don't have to do everything that everyone asks you to do. Learning to say no will help you minimize your stress and anxiety and have more time to focus on what matters most.

7. **Take care of yourself physically and mentally:**

Finally, as you're studying and time managing, it's important to take care of yourself physically and mentally. This means getting enough sleep, eating a healthy diet, exercising, and reducing your stress levels as much as possible. If you're not getting enough sleep or not eating properly, you won't have the energy or focus you need to study effectively and time manage effectively. You can also try some relaxation and mindfulness exercises to help lower your stress levels and make it easier to manage your time.