

|                               |                                      |                                                           |                                                     |                          |
|-------------------------------|--------------------------------------|-----------------------------------------------------------|-----------------------------------------------------|--------------------------|
| <b>B</b>                      | <b>I</b>                             | <b>N</b>                                                  | <b>G</b>                                            | <b>O</b>                 |
| put a time limit on tasks     | Create a daily plan                  | Plan ahead                                                | figure out when you're most efficient               | Use your calendar        |
| Get organised                 | make time to prepare before hand     | change studying environment if you're feeling unmotivated | Don't multitask                                     | do a little bit each day |
| make a to-do list             | Don't stress about the small details | <b>FREE SPACE!</b>                                        | be realistic about what you can accomplish each day | Schedule relaxation time |
| Schedule rewards              | get rid of distractions              | Sleep well                                                | create a weekly plan                                | learn to say no          |
| Schedule breaks between tasks | Prioritize wisely                    | Work smarter not harder                                   | Don't wait for inspiration-now is the time          | Eliminate distractions   |

|                                                     |                           |                                                           |                                     |                                            |
|-----------------------------------------------------|---------------------------|-----------------------------------------------------------|-------------------------------------|--------------------------------------------|
| <b>B</b>                                            | <b>I</b>                  | <b>N</b>                                                  | <b>G</b>                            | <b>O</b>                                   |
| be realistic about what you can accomplish each day | Use your calendar         | Don't stress about the small details                      | make a to-do list                   | Don't wait for inspiration-now is the time |
| figure out when you're most efficient               | Schedule relaxation time  | Schedule rewards                                          | make time to prepare before hand    | Don't multitask                            |
| set reminders                                       | Work smarter not harder   | <b>FREE SPACE!</b>                                        | Get organised                       | Plan ahead                                 |
| create a weekly plan                                | do a little bit each day  | change studying environment if you're feeling unmotivated | get rid of distractions             | Eliminate distractions                     |
| Create a daily plan                                 | put a time limit on tasks | wear a watch                                              | Mute your group chats on your phone | Prioritize wisely                          |

|                                                     |                         |                          |                                      |                                                           |
|-----------------------------------------------------|-------------------------|--------------------------|--------------------------------------|-----------------------------------------------------------|
| <b>B</b>                                            | <b>I</b>                | <b>N</b>                 | <b>G</b>                             | <b>O</b>                                                  |
| be realistic about what you can accomplish each day | Get organised           | create a weekly plan     | Mute your group chats on your phone  | Don't multitask                                           |
| Create a daily plan                                 | wear a watch            | set reminders            | Eliminate distractions               | make time to prepare before hand                          |
| Keep a time log for a few days                      | get rid of distractions | <b>FREE SPACE!</b>       | Sleep well                           | do a little bit each day                                  |
| Work smarter not harder                             | Schedule rewards        | Schedule relaxation time | Don't stress about the small details | learn to say no                                           |
| Don't wait for inspiration-now is the time          | make a to-do list       | Use your calendar        | Plan ahead                           | change studying environment if you're feeling unmotivated |