

|                       |                                                     |                                  |                                                           |                                |
|-----------------------|-----------------------------------------------------|----------------------------------|-----------------------------------------------------------|--------------------------------|
| <b>B</b>              | <b>I</b>                                            | <b>N</b>                         | <b>G</b>                                                  | <b>O</b>                       |
| use your calendar     | be realistic about what you can accomplish each day | eliminate distractions           | schedule breaks between tasks                             | make a to-do list              |
| don't multitask       | sleep well                                          | plan ahead                       | change studying environment if you're feeling unmotivated | put a time limit on tasks      |
| set reminders         | create a daily plan                                 | <b>FREE SPACE!</b>               | mute your group chats on your phone                       | get rid of distractions        |
| keep monthly calendar | schedule relaxation time                            | learn to say no                  | prioritize wisely                                         | schedule time for your hobbies |
| get organised         | figure out when you're most efficient               | make time to prepare before hand | create a weekly plan                                      | do a little bit each day       |

|                                                     |                                  |                         |                                            |                                                           |
|-----------------------------------------------------|----------------------------------|-------------------------|--------------------------------------------|-----------------------------------------------------------|
| <b>B</b>                                            | <b>I</b>                         | <b>N</b>                | <b>G</b>                                   | <b>O</b>                                                  |
| mute your group chats on your phone                 | make a to-do list                | create a daily plan     | set reminders                              | create a weekly plan                                      |
| schedule breaks between tasks                       | get rid of distractions          | keep monthly calendar   | sleep well                                 | change studying environment if you're feeling unmotivated |
| wear a watch                                        | make time to prepare before hand | <b>FREE SPACE!</b>      | don't multitask                            | eliminate distractions                                    |
| prioritize wisely                                   | put a time limit on tasks        | plan ahead              | schedule relaxation time                   | do a little bit each day                                  |
| be realistic about what you can accomplish each day | use your calendar                | work smarter not harder | don't wait for inspiration-now is the time | figure out when you're most efficient                     |

|                                                     |                          |                         |                                            |                                                           |
|-----------------------------------------------------|--------------------------|-------------------------|--------------------------------------------|-----------------------------------------------------------|
| <b>B</b>                                            | <b>I</b>                 | <b>N</b>                | <b>G</b>                                   | <b>O</b>                                                  |
| mute your group chats on your phone                 | don't multitask          | prioritize wisely       | don't wait for inspiration-now is the time | change studying environment if you're feeling unmotivated |
| be realistic about what you can accomplish each day | work smarter not harder  | wear a watch            | do a little bit each day                   | sleep well                                                |
| don't stress about the small details                | schedule relaxation time | <b>FREE SPACE!</b>      | learn to say no                            | put a time limit on tasks                                 |
| make time to prepare before hand                    | keep monthly calendar    | get rid of distractions | create a daily plan                        | schedule time for your hobbies                            |
| create a weekly plan                                | set reminders            | make a to-do list       | eliminate distractions                     | plan ahead                                                |