

## ◆先輩からのアドバイス◆

### Time Management as a Student

Assignments! Experiment! Reports! Seminars! Part time job!

We have so many task in our daily lives as a student. It seems that 24 hours is never enough for one day. Sometimes, we spend too much time on our work that we neglected our social life. On the other hand, we spend too much time socializing and having fun that we do not have enough time to finish our task. Most of the time we will feel stressed and anxiety, which will lead to low productivity and poor quality of work.

BUT! Since all of us get the same 24 hours, why some people are more productive and achieve much more with their time than others? The answer is good time management. What is time management? Time management is the process of organizing and planning how to divide your time between specific activities.

For me, I always list out works that need to be done and the deadlines. Sort out the task according to priority and set the time you will be working on it on that day. It is also important to focus while you are doing your task. So, I would recommend to stay away from all sorts of distractions (eg. smartphones, Facebook, YouTube and other SNS websites). Spend around 30 minutes in the morning to plan out your day. Remember that it is impossible to get everything done in one day so, set a goal (eg. to finish 30% of the work for today). In addition, it is very important to give yourself a reward after a long day (eg. eat a nice meal, hanging out with friends, watch your favorite movie). Let's target for a healthy student lifestyles! Don't work hard, work smart!

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