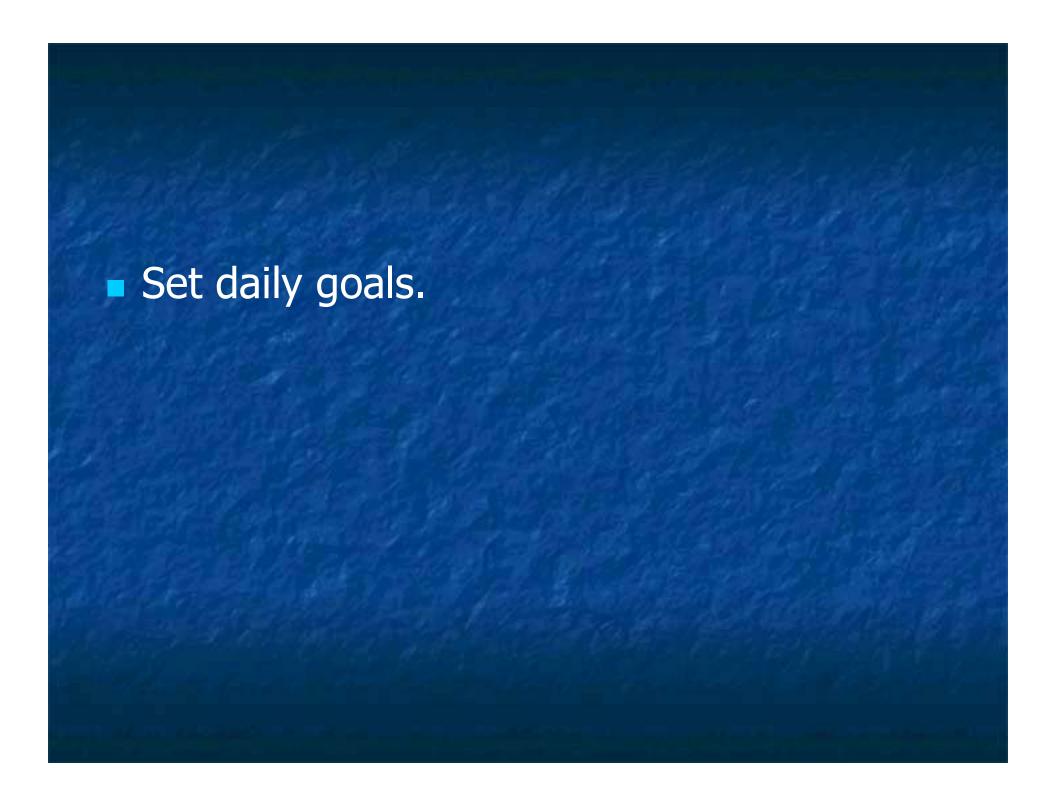
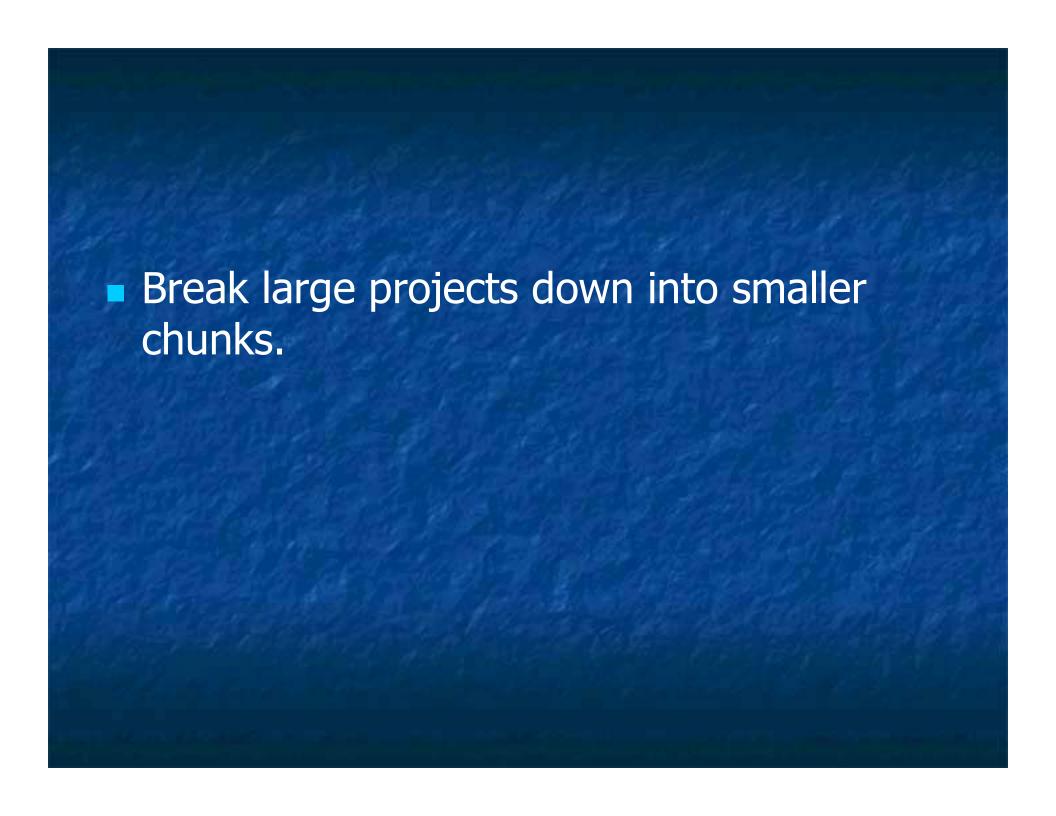


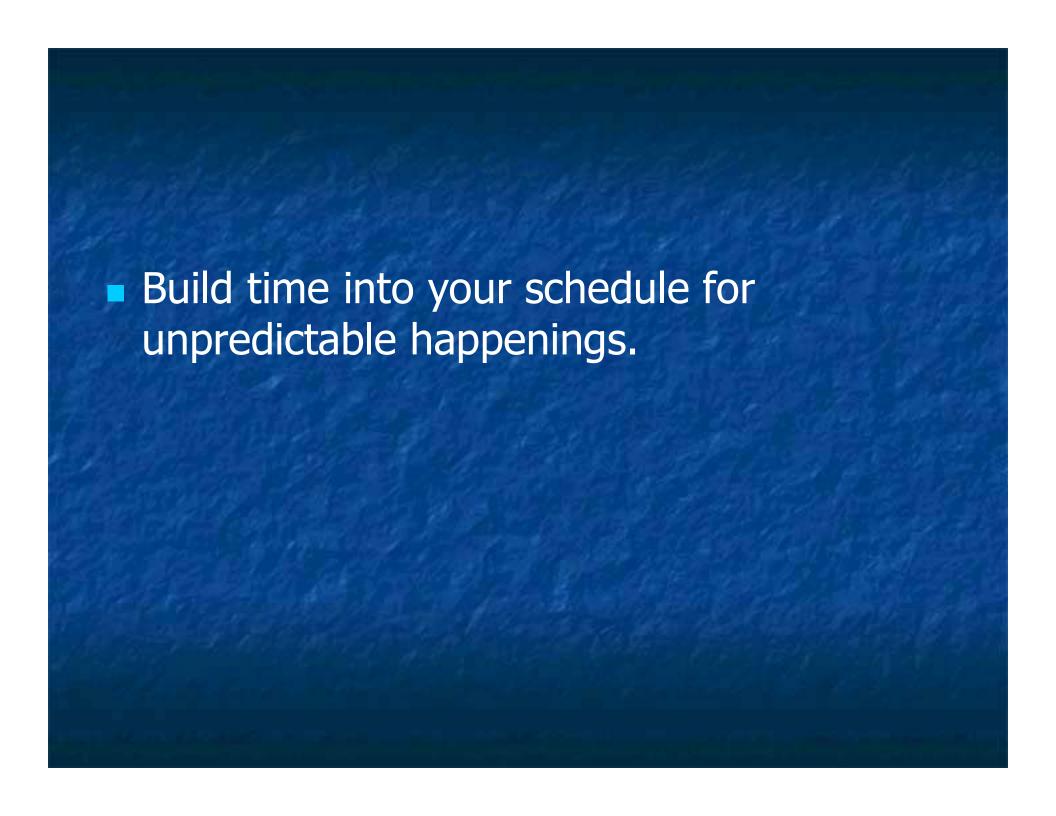
Note scheduled tests and due dates for major assignments and your chart.





Use small bits of time, about 10 minutes, to review vocabulary lists, names and dates, formulas, or other facts.

• Watch out for activities that take up a lot of your free time, but don't provide much benefit, such as talking on the phone or watching television.



How to Regain Control of Your Time

