

 **Self (Time)-Management Strategies**

**Tips for Success!**

**Self Awareness:**

* Determine your learning style (Visual? Auditory? Read/Write? Kinesthetic?)
* Remember your personality
* Think about your support system-it’s OK ask for help!
* It’s also OK to say NO
* Review your Wheels of Life
* Set priorities and goals in line with your values
* Identify your “non-negotiables” (time with friends, family, exercise, other)

**Action Plan:**

* Have a plan- it helps reduce anxiety
* Keep it simple
* Weekly vs. daily
* Readjust as your rotation schedule changes
* Identify and minimize distractions (Facebook, email, other people, Netflix)
* Determine best time of day and environment for remaining focused
* Utilize tools that work best for you: calendar paper or on phone, notebook, timer on your phone, different apps that can help, big white board, folders, colored pens, lists (master list and daily lists), active vs passive learning
* Decide what resources are best (Qbanks, videos, books, podcasts, etc)

*Be kind to yourself! Reward yourself!*

**Want individual assistance?**

* Assessment of learning styles
* Evaluation of past history/current study strategies
* Resources
* Test taking strategies and minimizing test anxiety
* Development of a customized action plan
* Regular check-ins for accountability

**Contact:**

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