How to Effectively Manage Your Time

Short Term Goals (STGs)
STGs allow you to break down your LTGs so that they become more manageable and achievable.

Long Term Goals (LTGs)
LTGs are the ultimate goals that you hope to achieve through consistency and dedication.

S.M.A.R.T. Goals
Consider if your goals are specific, measurable, attainable, realistic, and timebound.

Personal Goals
To prevent burnout, allow yourself some flexibility to work on your personal development.

Things to Consider When Building Your Schedule
Try to set honest and realistic expectations of yourself. Remember that things may not always go according to plan but it is important to practise your patience and persevere!