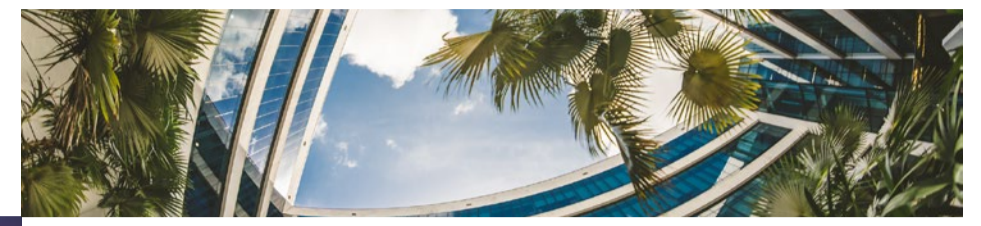


10 WAYS TO BALANCE WORK + STUDY COMMITMENTS



TIP # 1

Look after yourself.

Get enough sleep each night. Eat healthy foods that will nourish your body. Fit some exercise into your day.

You can't do much if you don't have your health, so make this a priority and you'll be able to accomplish a lot more each day.



TIP # 2

Plan your assignments.

Learning to be disciplined and strategically attack assignments early on will take a huge weight off your shoulders when the due date arrives.

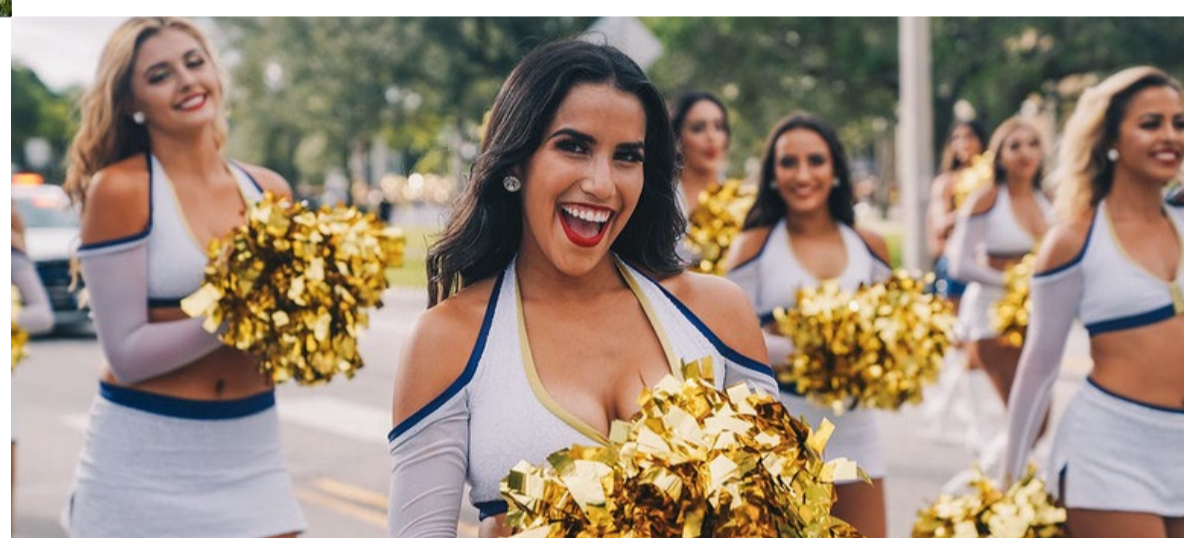
When you first receive an assignment take the time to review the requirements and plan your approach. You might even want to pad the deadline and write it in your calendar as being due a few days before the actual date. This gives you time to review your work and make final adjustments.



TIP # 3

Be social.

You've got a lot of things happening, but make sure you set aside time for your friends and family. Having a good chat and a laugh will take your mind off everything you need to do. You'll also feel refreshed when you go back to work or dive back into your studies.



TIP # 4

Find a good study space.

Maybe you study best on the desk at home, on the floor in your bedroom or in a little cafe that doesn't mind you sitting there for a few hours.

Find somewhere that you feel comfortable in, preferably with little distractions. You will be more productive and will probably surprise yourself with how much you get done.

TIP # 5

Be organized.

Make a to-do list each day and prioritize the things which are most important.

Keep a calendar or planner with your commitments scheduled in. Organize your work and study areas so you know where everything is. This will save you a lot of time when you are rushing around searching for those notes or a pen!



TIP # 6

Enjoy your time off.

Make the most of those days when your to-do list is not bulging and the breaks between school semesters.

Take time out for yourself, round up some of your friends to hang out with, or plan a trip away to somewhere you've always wanted to see.



TIP # 7

Be efficient with your time.

Find a time when you are most productive and study then.

If you focus better in the mornings, get into the routine of going to bed early and waking up early to get things done. If you find you are more productive at night, try to schedule your plans so you can sleep in a little each day.



TIP # 9

Remove your phone and social media.

These are probably the biggest distractions our generation faces each day.

Having time away from technology can increase your productivity time. Keep your phone in your bag and try to stay off social media websites.

Believe it or not, it is possible to survive without your phone for a few hours; you will have time to catch up on all the updates and everything you've missed once you've completed your task!

TIP # 8

Manage stress.

Having too much on your plate can be overwhelming. Make sure you find a way to conquer your stress before it becomes too much to handle.

This can be as simple as having a cup of tea, listening to music or reading a book. Exercise has also been proven to reduce stress; so find a sport to play, go to the gym or get those joggers laced up for a run outside.

TIP # 10

Don't forget why you're doing it.

It could be to get a better job, learn something new or maybe your job requires you to do more study.

Whatever the situation is, remind yourself of why you made the decision to do what you are doing; it will come in handy when everything seems too much.

