

Time is on your side



**U.S. Career
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Going back to school takes time...but a lot less than you might think. Picking the right school and using a few simple time-management techniques can make all the difference.

Make a to-do list every morning

There isn't enough time in the day to do everything. That's why you need to make sure you do the most important things first. Start each morning with a short to-do list of the key things you need to do that day. A little focus each day adds up to a lot of progress at the end of the year.

Get your zzz's

Don't skimp on your downtime. Even missing a little sleep can affect your concentration and productivity. When you're fully rested, you'll learn faster and remember more. So feel free to hit that snooze button one more time.

Eliminate distractions

What distracts you from work: TV, the Internet, your phone? Schedule blocks of time to study – even small blocks – in which you won't be interrupted. Turn off your phone and unplug the Internet if you have to. When you finish your study session, you can consider those distractions your reward!



