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School, Work, Life: The Balancing Act

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Balancing Your School, Work, and Social

Quick Tips:

1. Research suggests that students are most efficient when they study in small segments of time, anywhere from 45-65 minutes! It is during this time that our concentration and focus are at their peak. After that period, you should take a 10-minute break.

2. Learn to say NO! Classes, labs, student organizations, work, sports, the list is seemingly endless. It is easy to feel or be overcommitted, so it is important that you learn to prioritize and say no to things your schedule does not permit.

3. Students must find a balance that works for them. Develop the habits and self-discipline that you need to manage your time effectively, your anxiety will decrease and you may find that you can really enjoy your time at college.

Four Effective Steps to Avoid Fatigue

- 1 **Take care of your physical body.** Eat right. Sleep well. Breathe deep. Get some exercise. Hydrate enough. A little self-care goes a long way.
- 2 **Pick your peak time.** Do the hard stuff when you're at your sharpest. Not sure when's your best time? Keep an activity log for a few days and note when you have the most energy and then structure your activities accordingly.
- 3 **Learn to let go.** Sometimes you can't do it all. Remember, work is infinite but time is finite. Top tactic: focus on the most important tasks.
- 4 **Give yourself a break.** While seemingly contrary, a short or long break can boost productivity. Try stepping away from things for a little bit and see if you don't come back stronger, fresher and more focused.

Tips for Maintaining the Balance:

Resist temptations -The real trick is to use the short gaps of unstructured time wisely. Fitting some of your homework into short blocks and forcing yourself to stay focused can free up larger portions of your weekends and evenings for fun.

Set internal priorities and schedule your time -You need to be very clear about why you are there to stay focused on your long-term goals. It is important to structure your time and make sure you keep large deadlines in mind.

Work in the library or a quiet place - Dorm rooms can be full of distractions. Unless you are able to block all the distractions, the library or another quiet place will be a more productive place to study.

Choose the right living environment- Some dorms have a much more serious atmosphere than others. When you choose a place to live, give consideration to your need for quiet and support for your academic goals.

Join a few clubs. -Many of the college-sponsored clubs offer effective ways to enjoy yourself and get to know others with similar interests. Whatever your passion, chances are that there is a college-sponsored group that shares it.

Coordinate your free time with your friends. As you develop a group of friends, see if you can schedule free time together. This doesn't mean taking time away from your studying, but rather shuffling your study time so you can enjoy your social time.

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