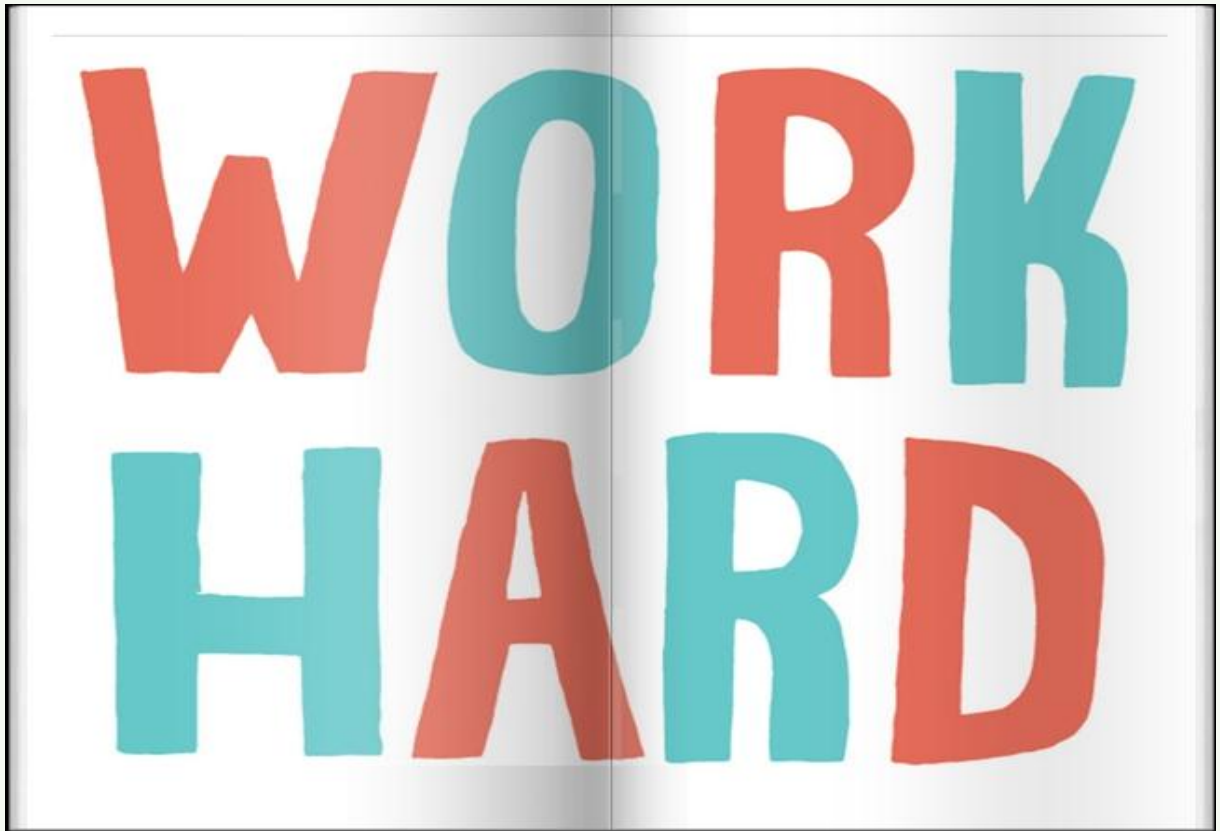


Counselling Workroom



**There is no substitute for
hard work.**

- Thomas Edison

WORK HARD! FIGHTING!

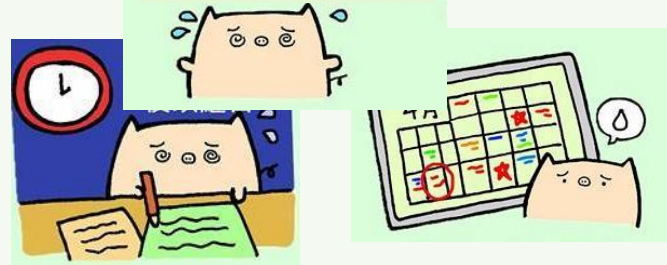
By the end of Sem 1...do you find:

- Lots of assignments due?
- Suddenly a tight schedule?
- Every day and night fighting with deadline?

Assignmentsss...

Paperssss...

Presentationsss...



Are you a

deadline fighter?



BUT behind the fantasy of completing the work by deadline, probably you are suffered from ...

- Sleepless nights
- Stress
- Poor health
- Time delay
- Low GPA



Yes, we know time is running out now...

At this critical moment, it's still about **TIME MANAGEMENT:**

- Do **write it down!** List out your assignments/tasks, say, on post-its. Place them on your desk, notice board or anywhere visible to you.
- **Breakdown** the big tasks into smaller one!
- Set or review your **priority**. Consider urgency and importance. Always urgent and important things first!
- Everyone has his own style. Some want to K.O. difficult task first but some prefer simple task earlier. You are not targeting at a ideal schedule but **a schedule (checklist) which work for you!**
- When mission completed, **cross out the task on the list**. Do **reward yourself** afterwards.

WORK HARD ! FIGHTING !

The core of time management is **SELF MANAGEMENT!**

work hard now.



- No procrastination. Find out the reasons & pattern if you have. The key is to “take action NOW”!
- Minimize other activities which are not urgent and important.
- Make use of tools which help you e.g. schedule book, post-it, calendar, mobile etc.
- Concentration! Do one thing at one time. A good, ten minute effort with short-term goals can be very productive.
- Use a “do not disturb” sign. Eliminate distractions by staying away from facebook, whatsapp, line...Turn off your computer, turn over your cell phone. Be assertive to say NO to social gathering if you are really busy.
- Despite packed schedule, do give yourself some short break/buffer time.
- Use self-talk to encourage yourself (e.g. “I CAN DO IT!”), debate your fear of failure or perfectionism.
- It’s sometimes nice to have support from others (provided that you are not easily distracted). Study with friends, fight together with your buddies!

it'll pay off later.

