TASK AND GOAL MANAGEMENT

1

IS THE GOAL TOO BIG?

See if you can break it down into smaller parts. Make a list of steps.

2

PROTECT YOUR TIME

Turn off your phone, find a place with the fewest distractions possible, use a planner

3

TAKE BREAKS

Especially for longer projects. Hold yourself accountable by setting a timer for breaks.

4

PRIORITIZE

Take a look at what you need to complete and consider what is most urgent/important. See if there is anything that can wait, or that is non-essential

WANT TO TALK?

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