

Life Skills Series

Brought to you by **SUTD Wellbeing Services**

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<http://www.sutd.edu.sg/Campus-Life/Well-being-Services>



The two most powerful warriors are patience and time. *Leo Tolstoy*

Tips on managing your time more effectively:

- ❖ Start and end with a goal in mind. Spend some time exploring what is important to you, and commit yourself to it once you have set a goal.
- ❖ Be specific and realistic about your goal or purpose rather than have a general or unattainable idea.
- ❖ Be firm in saying 'no' to anything that may distract you from your goal. A distraction may be fun on the onset but delayed gratification brings better benefit.
- ❖ Practice makes perfect! Just like any other skill, it takes a while before you perfected time management skill. So be patient with yourself and persevere!
- ❖ The journey to fulfilling your goal may be challenging but as the Nike slogan goes, 'Just do it!'.

Time, precious time! If you view time as a precious commodity, you will be more likely to treat it as an asset to be well-managed, and also less likely to develop issues like procrastination and low level of motivation.

Managing time involve effort and patience in developing skills such as planning and setting goals, and prioritizing tasks.

The benefits are immense! It helps you be a more productive and disciplined person, and supports you in your pursuit of your life goals.

SUTD Wellbeing Services offers professional counselling services for students in a private and confidential setting. If you would like to see a Counsellor to discuss any issue or challenge, please email us at wellbeing@sutd.edu.sg.

