

How To Manage Your Time Mote Wisely at School/Work

from Dr. SQUID

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Introduction

Is someone or something distracting you? Why is this happening? Why am I so distracted lately, and how do I stop??. Find out here.

Chapter 1

Are you doing great in all your classes/ class/ work? Or are you just barely getting by? Do you just wish that you could have a break of all the pressure and stress? Or are you pretty chill and don't care that much? Either way, school/work is very important. And sometimes can be very stressful for some people. It's easier said than done but there is a way to be more productive during the day, and make it fun and exciting.

Chapter 2

1. Make a list of everything you need to do and or have been stressing over
2. Cross off the easy ones and start with the hard ones
3. When finished with the hard tasks, move on to the easier ones
4. When done with that double check your work
5. Have a second pair of eyes look over it, your parents, friend, boss, siblings, pets (not pets, they give terrible advice!), or anybody really...
6. After all those steps, treat yourself to a nice warm cup of coffee, a TV show you've been wanting to see, a good book, or just take a nice long nap, or a yummy snack
7. Most importantly, **DO NOT LOSE YOUR WORK!** That would be a bummer if you had to do it all over again

Chapter 3

I hope that 7 step process helps you! Have a wonderful rest of the day!

Sincerely,
Dr. SQUID