

5 TIPS ON HOW TO MANAGE YOUR TIME

A GUIDE BY ALL ABOUT THE SCRUB LIFE

1 PLAN AHEAD

Find the time to plan ahead. This can be done during your downtime. Write down the most important things you need to get done the next day or for the week. You can set little reminders in your phone or your planner.

2 ADEQUATE REST

What good are you to the world if you're not taking the steps to your best self? What does this have to do with managing your time? You can't pour from an empty cup. Sleep is very important, you will be more effective once you're well rested.

3 SCHEDULE DOWNTIME

Why work hard and not play? Schedule time for yourself; take time to truly care for yourself then when you're done that, schedule time for your family and friends. Do the things that make you happy and brings your life pure joy.

4 SET REALISTIC GOALS

Make a decision on what it is you want to accomplish and then commit to getting it done. This will motivate you to get your goals/tasks completed.

5 QUIT WASTING TIME

Do not put off something for tomorrow when you can get it done today. Set a time limit while getting your tasks done. This will limit distractions and prevent procrastination.

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