

# Deadlines

by Laura Blanco

Sometimes life can be chaotic, messy, and overwhelming, but don't lose hope! There are easy tactics to help you stay organized with your busy schedules, and at the end of the day, still have remaining time for yourself. Having stress-free time for yourself is important for happiness and your mental health. College, careers, and other dedicated commitments can become stressful. I am currently a student in Dr. Danowski's Magazine & Body-Image class. Juggling deadlines can be challenging at times. There are simple methods I use that have helped me better manage my life in school and at work, as well as my social life and personal "me time."



With my memory not the sharpest, planners have been my life savior. If I don't write it down, I will most likely get distracted by something else and forget. As a college student, planners have allowed me to organize monthly goals and weekly assignments, keeping me up to date with the syllabus and class expectations. At the start of each semester, I fill out my planner with the assignment deadlines and examination dates provided by the syllabi. Planners, overall, have taught me self-discipline, organization, and time management. These are important skills I know I will need throughout grad school and my professional career.



There are other easy ways to set reminders about deadlines. I recently discovered the "Stickies" app on my Mac laptop. They are little "post-it" notes that you can add to the home page of your computer. I have not been using my planner as much since I discovered this app. Each week, I type quick notes, deleting accomplished tasks and adding new ones. Since I am often on my laptop, this app has made life much easier and more manageable.

These tips should help you become a better organizer and time manager. I can assure you these methods really help with time management, especially for online classes, such as Dr. Danowski's Magazine & Body Image course. I hope these tips helped! Best of luck!