5 Ways to Learn to Juggle Work and School like a Pro

Summary: *Manage your time between work and school so that there is little to worry about during one of the most stressful times of your life.*

One of the most scary and overwhelming parts of going to school at any time in your life is being able to afford it. Very few can afford to not work while in school, so finding a successful balance is important. Some people are able to schedule their work hours around their school, making things much easier, but not everyone can do that. Follow these tips to figure out how to make it through working while in school.

1. **Utilize Planners**: They really can be a lifesaver if you utilize them. Color-code it for work and school tasks. There are so many styles of planners available that you will be able to find one that suits your style and needs.

2. **Know Your Priorities**: School is the priority – that is why you are giving up things to get your education. Make time in your schedule to actually study and do your homework. If you only work on the weekend, don't wait until Friday night to do your homework.

3. **Say No**: It is perfectly acceptable to say "no" to things you don't have time or the resources to do. Taking on too many things can lead to a mental and physical breakdown. If you feel bad saying "no", then find people to delegate to so not everything is on your plate.

4. **Get Sleep**: You need sleep to function. Getting through school and work won't happen if you are trying to exist on little sleep. A lack of sleep will require greater effort and time to do your job and school work.

5. **Be Productive**: As a college student, you will develop an innate ability to master

procrastination. Don't rely on that ability by putting off everything else. Be smart about your time by fitting in moments to procrastinate, but still make time to get your work done.

Read these related articles to learn more about time management:
- **5 Ways to Make the Most Out of Your Day**
- **How to Handle a Heavy Workload Today**
- **Stop Wasting Time Online with These Four Tips**

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