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## Prioritise tasks

- Create a to-do-list to keep track of assignment submission dates, job applications deadlines and interview dates
- Complete the most important tasks first, followed by the less important ones. Cross out those with little or no importance
- Focus on what matters most to manage time better, be methodical and reduce stress



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## Set realistic goals

- Set both short-term and long-term achievable goals to generate motivation and create a sense of satisfaction
- Review and adjust the goals in a timely manner if needed



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## Manage time effectively

- Use a planner, calendar or mobile application to manage time effectively
- Draw clear boundaries between academic work and personal life to stay focused during work while enjoy personal life to the fullest
- Stay away from distractions to concentrate on work and complete the task quicker



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## Schedule breaks

- Set working hours for each day to ensure adequate rest, rejuvenate and boost work efficiency
- Take regular breaks throughout the hectic day to refresh and avoid burnout



# "TIPS on Academic Work and Personal Life Balance"

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## Stay healthy

- Bear in mind that nothing can be done without good health
- Develop good eating habits and exercise regularly
- Maintain a healthy lifestyle to stay focused, energised, productive, as well as keep healthy both physically and mentally



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## Sleep well

- Get the recommended optimal amount of sleep of about 7 to 9 hours per night even though the amount of sleep required for each adult varies
- Obtain adequate amount of sleep to consolidate memories, promote learning, problem-solving, creativity, regulate emotions and maintain cognition
- Maintain a regular sleep routine, keep the bedroom quiet and well-ventilated as well as adjust the lighting and temperature to a comfortable level for a pleasant sleep
- Avoid smoking and drinking coffee, strong tea or alcoholic beverages to prevent stimulants from disturbing sleep quality



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## Stay positive

- Focus on the opportunities and possibilities throughout the academic and job hunting journey
- Remember that obstacles and failures are normal parts of the process and do not let these define one's worth or abilities



## Conclusion:

**University is a place full of support. Please do not be afraid to seek help.**

**Wish you all a fruitful academic pursuit and promising future.**

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## Make connections and maintain social network

- Have fun with close friends regularly to strike a happy balance between work and social life
- Seek help and support from peers, friends and family if necessary
- Communicate regularly with supervisor, mentor or seniors to keep track of the progress as well as detect and fix problems at an early stage. Advice, training opportunities and support may be offered if needed



TIPS on Academic Work and Personal Life Balance

精神健康諮詢委員會  
Advisory Committee on Mental Health

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