



Never mind! Not everything is 100% perfect – live with it!

Often, your own expectations of yourself are the ones that are the most difficult to live up to. If you step back and look at all your daily achievements without thinking about them, it will certainly overshadow the things that you feel you don't live up to. Not all problems are worth spending time on. Write them down and prioritise whether they are important to you. If they are not important, you have now taken a stand on them and can set aside any related elements.



Oxford Signature A6

- Compare what you achieved today with what you didn't, or results that were not optimal.
- Rank it with a point system, it can be either numbers or symbols.
- Pat yourself on the back after a good performance, even the little things.
- Based on the negative ranking, you decide what's important. Does it have any major impact?
- Mark anything that doesn't have an impact by crossing it out or adding a particular symbol.
- Transfer what does have an impact to a list of things you want to do something about. You will succeed! #Never give up!

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to learn more:



Oxford Signature PocketJournal



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Oxford Black N Red Business Journals A6

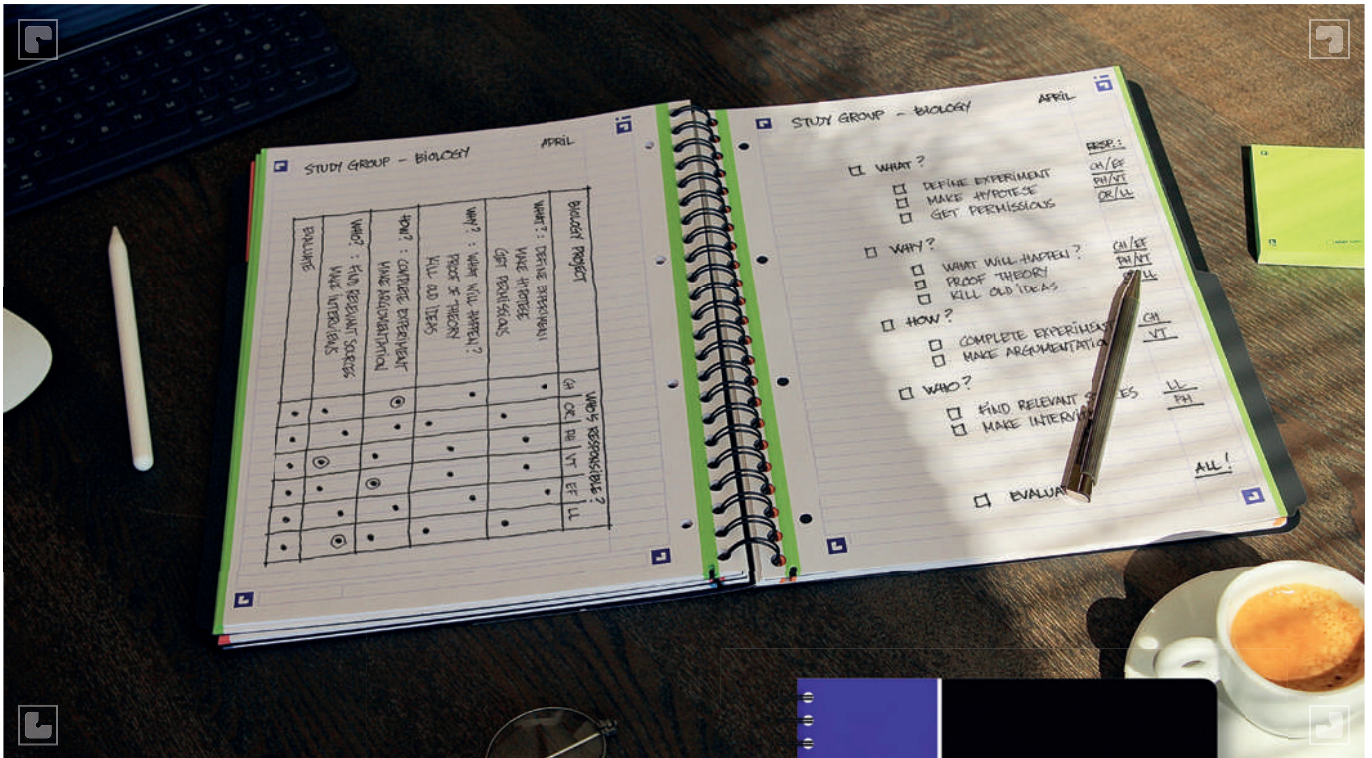
TIP!
Making mistakes is simply a sign that you did something and learned from it. A small notebook with elastic closure doesn't take up as much space as ill-defined thoughts do. An elastic clo-

sure indicates that these are your personal notes.

WE RECOMMEND!
SignaturePocket Journals have a small storage pocket and elastic closure that holds your notes together safely.



#3 Reduce negative habits/thoughts LIFE IN BALANCE



Focus on your goal

Focus on your goal for each task or each project, and tell yourself that you won't let the small stuff ruin it. If you write down all the little things that affect you on paper, they'll be easier to relate to and won't seem so overwhelming.

- Describe the project and the target. What, why and how.
- Set a deadline, e.g. "Delivery Date" or "Enrolment".
- Split project into topics/sub-projects. Estimate the time needed for each task and set up a timeframe/deadlines.
- Write tasks under each topic, preferably with dates and the person responsible, if work is done in a group.



Oxford Student Projectbook

- When the tasks have been defined, it's worth setting up a Gant chart. This helps you create an overview of the timeline.
- Align with group or supervisor.

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TIP!

Make use of bullet journaling with symbols for the status of projects/tasks. This gives you a good overview and the peace of mind needed to concentrate. It's worth choosing a notebook with coloured pages and tabs. This allows you to split the projects, so that you always have an overview of how far

you have come with each topic. With SCRIBZEE®, you can quickly and easily share notes digitally.

WE RECOMMEND!

Student Organiser with coloured edges and movable tab division is the perfect notebook that helps you keep track of your notes throughout the project



POWER IN YOUR HANDS