**Staying Organized as a Med Student**

- Shared personal experiences, not associated with institutions or organizations.
- Goal: Maximize productivity, efficiency, and time management.

- **Time Management Systems:**
    - Use tools like physical agendas, Notion, Google Calendar, or Apple Calendar.
    - Example: Agenda for daily tasks; Google Calendar for semester overview.
    - Set up calendars with personalized colors for different activities.

- **Calendar Setup:**
    - Use Google Calendar to input all important deadlines from syllabi.
    - Add reminders for upcoming tasks a week in advance to stay on top of deadlines.

- **Weekly Planning:**
    - Break big tasks (e.g., assignments) into smaller, actionable steps.
    - Use tools (e.g., agendas or Google Calendar) to time block 3-hour focused sessions.
    - Incorporate non-negotiables like meetings into the schedule.

- **Daily Execution:**
    - Prioritize tasks based on to-do lists.
    - Assign specific tasks to dedicated time blocks to maintain focus.
    - Use a "flex hour" at the end of the day to catch up or enjoy personal time.