

# Time Management



# **Right now, you need:**

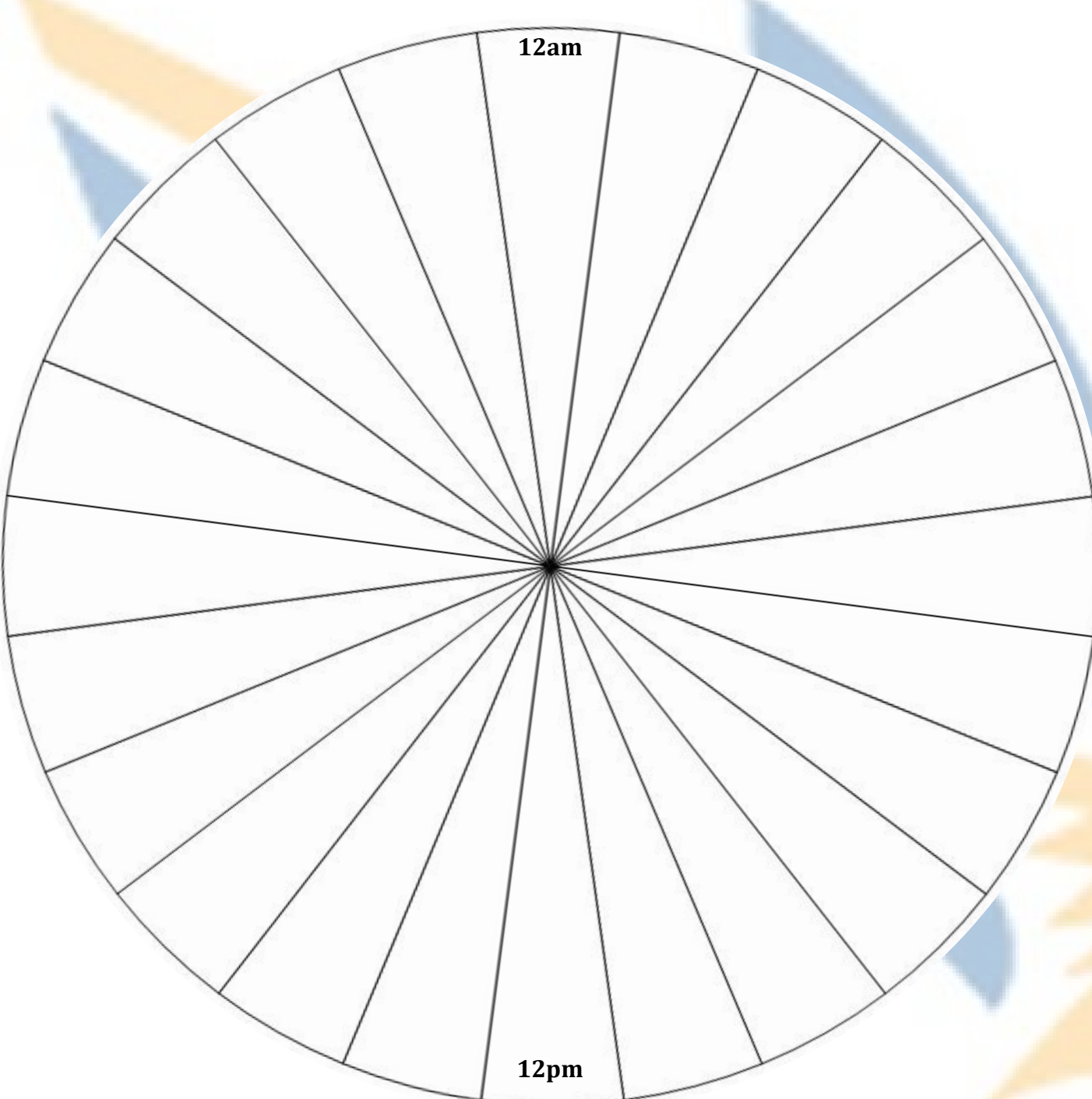
- Pencil
- Blue, yellow & green colored pencils
- Schedule Handout

# TIME MANAGEMENT

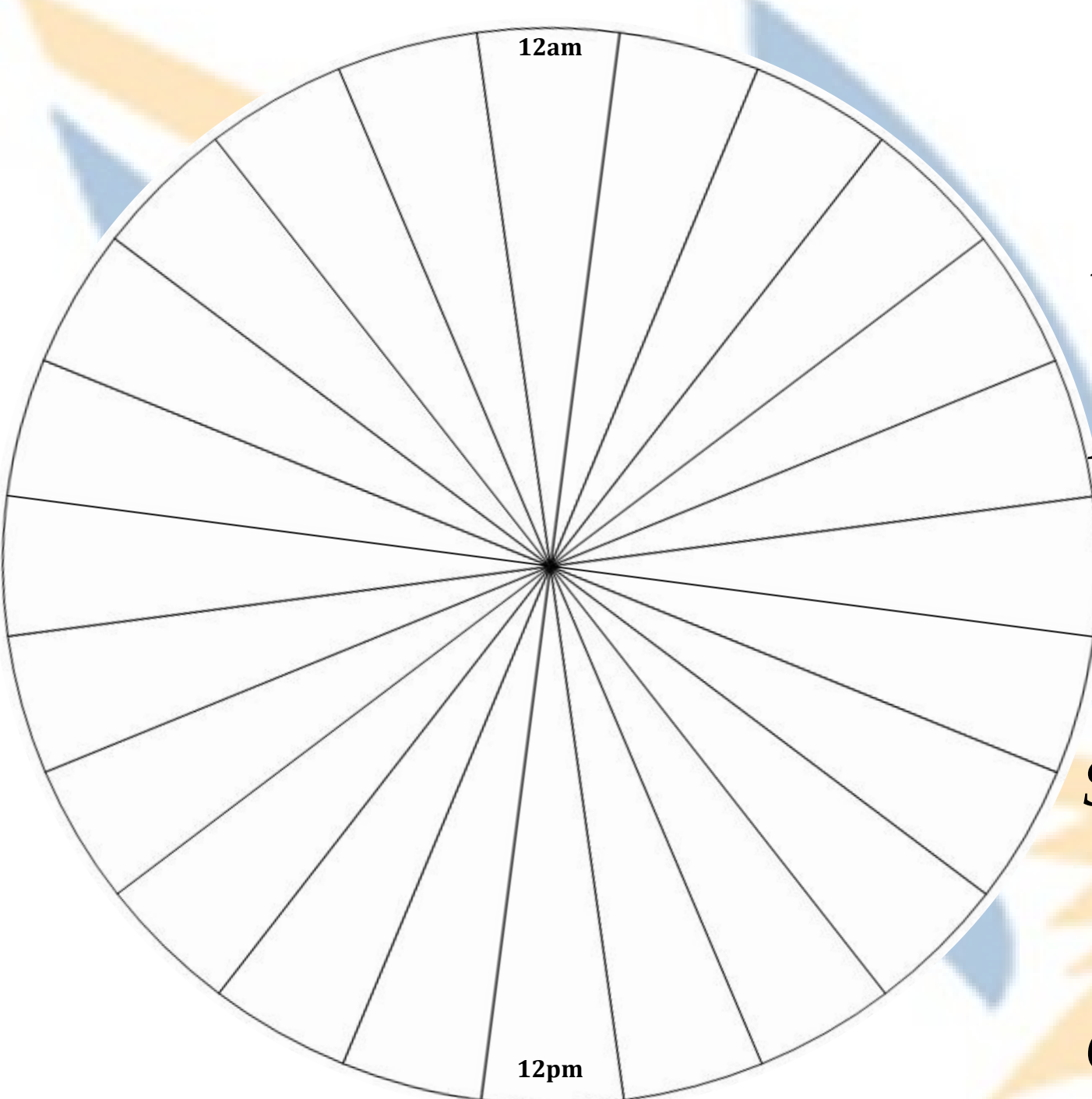
- Do you think about your whole day or piece by piece?
- We often forget about the *many* activities that are involved in each day
  - This gives us the idea that we have plenty of time to get things done- when we really have less time than we think

# **How much are you juggling?**

- **Using the Weekday schedule, write out all the different ways you spend your time. Think about:**
  - **Sports practice/games**
  - **Music rehearsals**
  - **Doing homework!**
  - **Spending time with family**
  - **Hanging with friends**
  - **Phone time/ Social media**
  - **Sleeping!**
  - **Studying**
  - **Chores**
  - **Dinner**
  - **Video/internet games**



**In the circle,  
write the  
activities  
you are  
involved in  
on a typical  
school day.  
Each piece  
of the circle  
is one hour.**

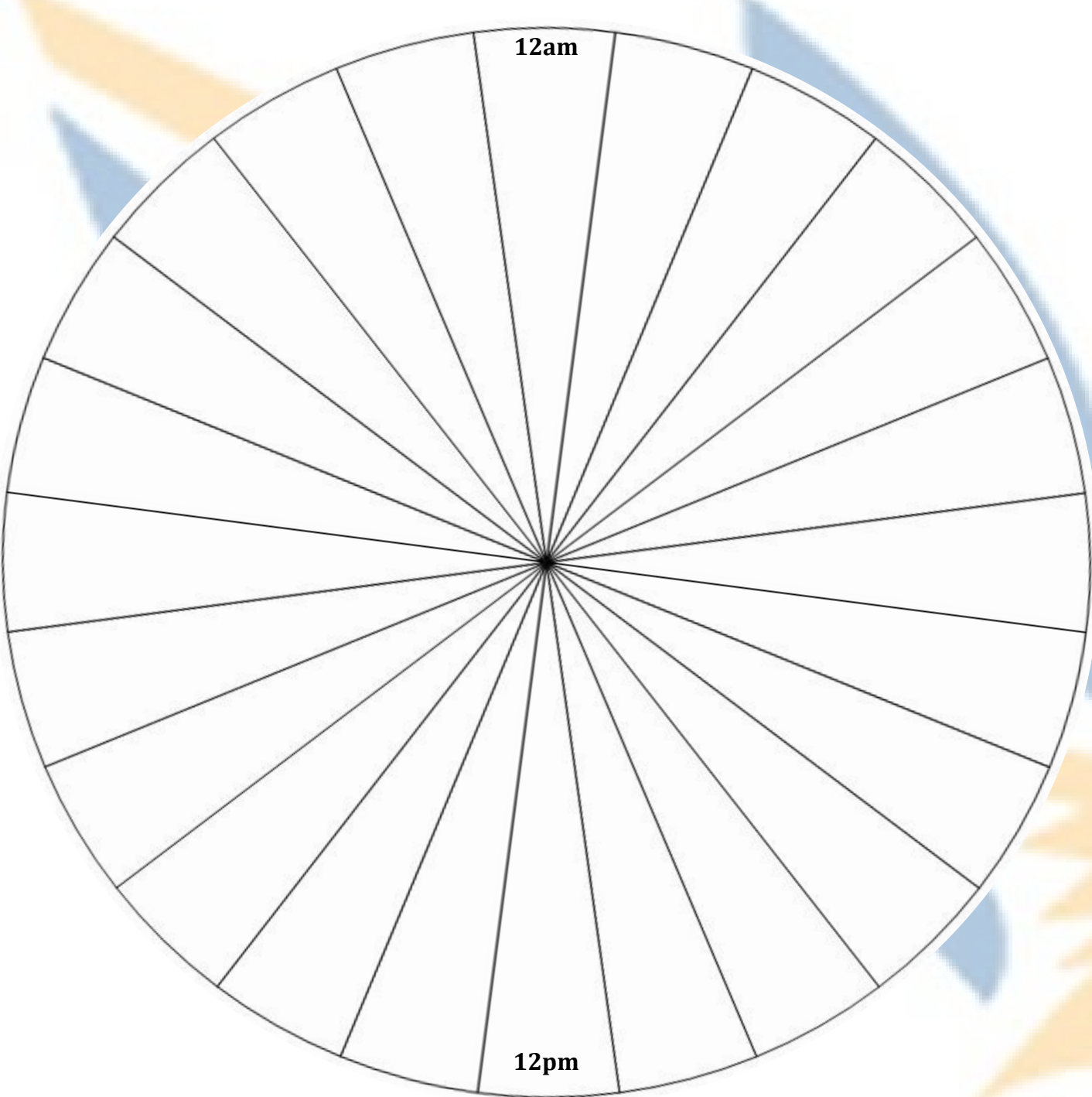


**Color your activities according to the following:**

*Blue = School*

*Yellow = Activities, Sports, Music, etc.*

*Green = Sleep*



**In the circle,  
write the  
activities you  
are involved  
in on a  
typical  
weekend  
day. Each  
piece of the  
circle is one  
hour.**

# **Time Management Tips**

- **Do difficult assignments first**
- **Save time for breaks**
- **Split tasks / studying into parts**
- **Develop a time management schedule**
- **Prioritize assignments (what is most important)**
- **Remember, doing more things at once does not get more things done. In fact, the more things you try to do, the less you get done.**



# **How much are you juggling?**

- **Pick a time of the day to sit down and do school work. Make sure your parent agrees and can support you.**
- **Circle that time on your schedule.**
- **Get this signed by a parent and keep it in your planner!!**

# **Time Management**



- **Before adding something new, ask yourself:**

*How much am I juggling?*