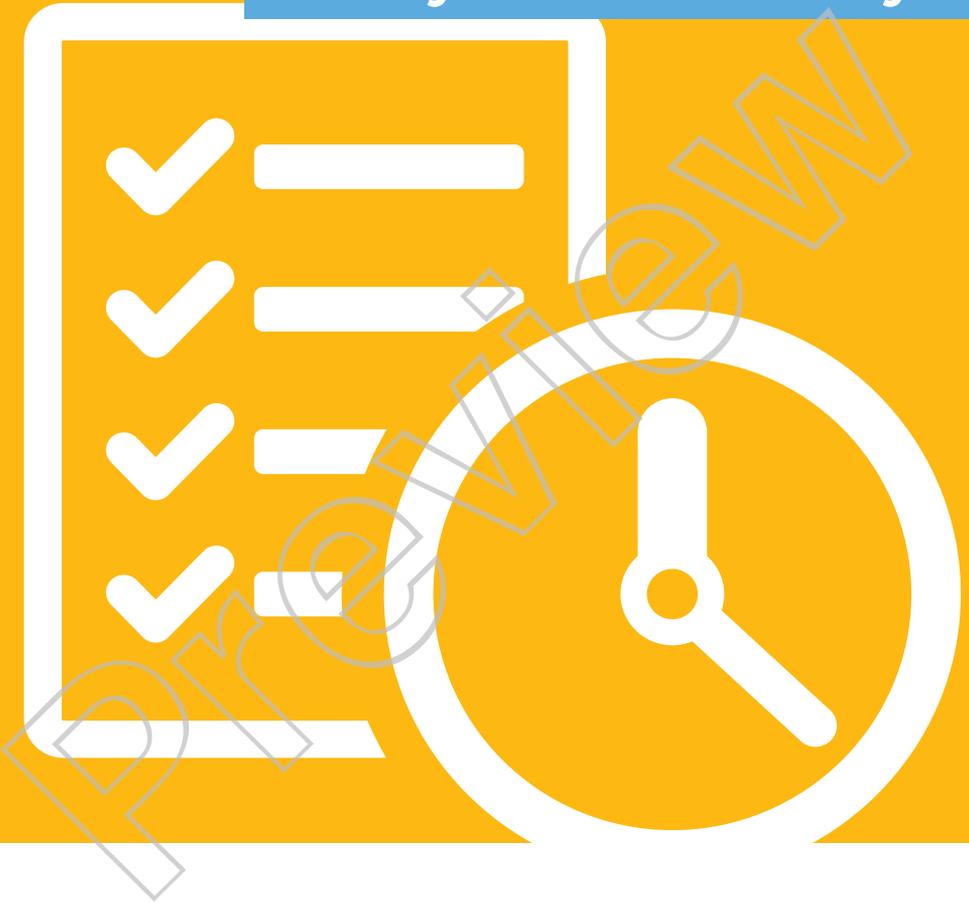


Time Management

Use your time wisely



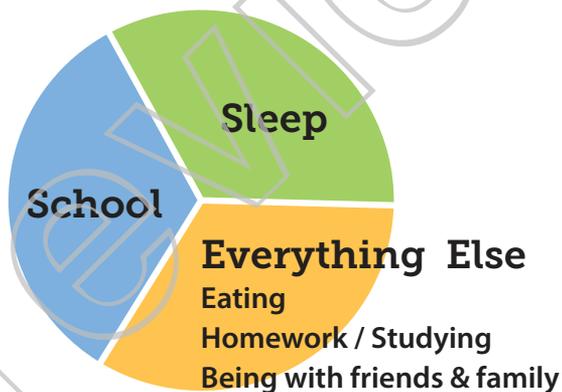
Activities to help you make time for everything you need and want to do

Time Management

We all have the same amount of time—24 hours a day / 168 hours a week. How we use our time is called time management. When you use your time wisely, you have time for the things you need to do, and you still have time for the things you want to do.

During the week, most students are in school 7-8 hours a day and they sleep about 8 hours each night. This means that you probably have about 8 hours a day for everything else.

Having to fit everything else into 8 hours, means that you need to consciously think about how you want to spend your time.



Fill in the blanks with all the other things you do (hobbies, sports, chores, work, lessons, leisure activities, etc.)

**How are your time management skills?
Take the survey on the following page and find out.**

Time Management Survey

Read each question and check the boxes that **best** describe you.

	Almost Always	Some-times	Hardly Ever
1. I use the free time I have in school to start on my homework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I have a good morning and nighttime routine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I have time for hobbies, relaxation, and fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I make To Do lists when I have a lot to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am on time to classes, practices, and appointments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I limit time wasters (social media, TV, video games, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I give myself enough time to finish my homework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I combine tasks to save time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Survey Results

Give yourself 2 points for each **Almost Always**, 1 point for each **Sometimes**, and 0 for each **Hardly Ever**.

Your Score _____

13 - 16 Points - You have good time management skills.

9 - 12 Points - Your skills are OK, but they could be improved.

0 - 8 Points - Your skills need a lot of improvement.

Needs vs. wants

If you use your time wisely, you should have plenty of time for the things you need to do—and for the things you want to do.

Think back over the past 24 hours and estimate how much time you spent doing each of the following. (Be honest.)

1. ___ hours – watched TV, videos, or movies
2. ___ hours – spent time online (social media, etc.)
3. ___ hours – played video games
4. ___ hours – did homework, studied, or read a book
5. ___ hours – talked on the phone/texted
6. ___ hours – hung out with friends
7. ___ hours – listened to music
8. ___ hours – did chores/worked at a job
9. ___ hours – played a sport or spent time on a hobby

_____ **Total hours for #4 and #8**

_____ **Total hours for all other numbers**

How did the time you spent on #4 and #8 (things you needed to do) compare with the total time you spent on the things you wanted to do?

What activities did you spend too much time on?

Time Management Tip - Learn to say “no”

What’s something you recently said “yes” to, even though you really didn’t have time for it?

Make To Do lists

To Do lists are a great way to keep track of and prioritize the things you need to do.

If you have a lot to do, creating a To Do list using the following guidelines can be very helpful.

1. Each day make a list of all the things you need to do.
2. Rate each item as an A (must do today), B (should do today), or C (want to do today, but it can wait).
3. Take all of the As and rank them in order of importance (1, 2, 3...). Do the same with the Bs and Cs.
4. Rewrite your list with the As at the top (in order of importance), followed by the Bs and Cs.
5. Cross things off as they get done. At the end of each day, take the tasks that didn't get done and put them on the next day's To Do list.

	Wed
A	1 Study for French test 2 Do math assignment 3 Get TJ's birthday gift
B	1 Do outline for paper 2 Call Jenny
C	1 Do laundry 2 Work on lab report 3 Get haircut

Make your own To Do list

Think of the things you need or want to do today, tomorrow, or this week, and make your own To Do list.

Make a weekly schedule

Creating a weekly schedule like the one below will help you organize your time.

Think about your after school hours and use the grid below to create a weekly schedule.

Step 1. Write in all scheduled activities (sports practices, lessons, etc.).

Step 2. Write in anything that's the same every day (dinner, chores, etc.).

Step 3. Look at the time blocks that are "open" and write HW in the slots that would be good for doing homework.

Step 4. Once the above activities have been filled in, you can see when you have time for relaxation, hobbies, and socializing.

WEEKLY SCHEDULE					
Week of: _____	Mon	Tues	Wed	Thurs	Fri
3:00 pm					
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					
8:00 pm					
9:00 pm					
10:00 pm					

Your favorite activities

Effective time management also means making smart choices about how you spend your time. Think about the things you like to do in your free time, and list four of your favorite activities below.

	1	2	3
1.			
2.			
3.			
4.			

After you've listed four favorite activities, do the following for each:

In column 1 – write an **A** if it's an activity that you primarily do alone. Write an **F** if it's an activity mostly done with friends or others.

In column 2 – write an **M** if it's an activity that involves movement or action. Write an **S** if it's a sedentary activity requiring little movement.

In column 3 – write an **I** if it's an activity that's generally done inside. Write an **O** if it's an activity mostly done outside.

What do the results show about how you spend your time?

Do you have a good balance between doing things alone and with friends? Between activities that are sedentary and active? Between doing things inside and outside?

What changes should you make on how you spend your free time?

Improve your time management skills

Use free time in school wisely.

If you use your free class time and/or study halls wisely, you'll have a lot less work to do at night.

How can you make better use of the time you have in school?

Create routines.

A good morning and nighttime routine will save you time and help your day run more smoothly.

What can you do to improve your morning and nighttime routines?

Control time wasters.

Social media, TV, and video games can all be huge time wasters. Try to schedule small chunks of time for these activities, and stick to your schedule.

What are the time wasters in your life? What can you do to control them?

"Time is the most precious element of human existence."

Denis Waitley