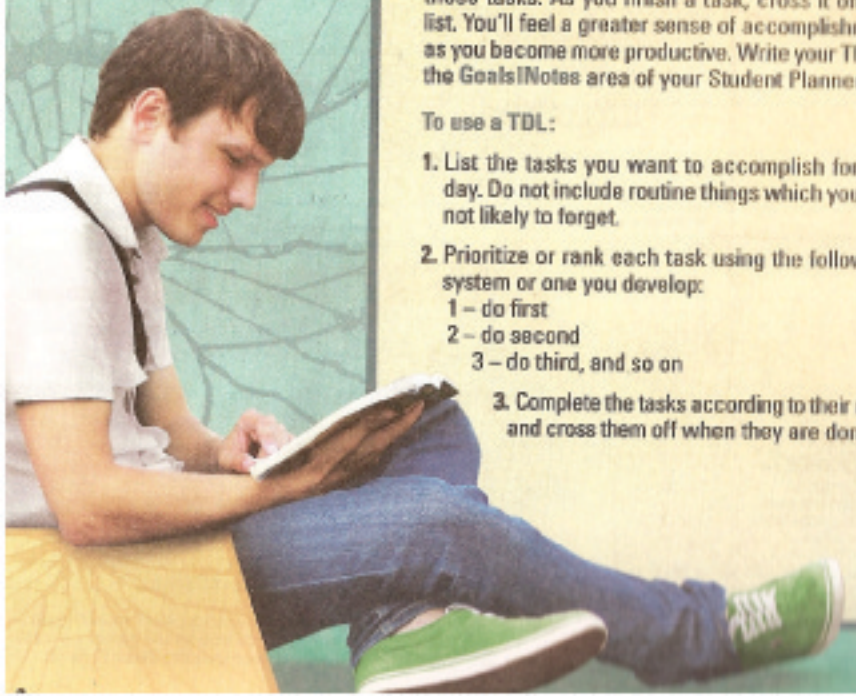
TIME MANAGEMENT

HIP TIP

Good times to read, review notes, or study include:

- study halls or library time.
- at the end of class, if you have no other assignments.
- waiting in a doctor's or dentist's office.
- waiting for the bus or a ride.



STEPS TO TIME MANAGEMENT

Careful planning can help eliminate forgotten events and assignments. It's simply a matter of keeping track of what you need to do and when you need to do it. Learning to manage your time now will help you accomplish more throughout your life.

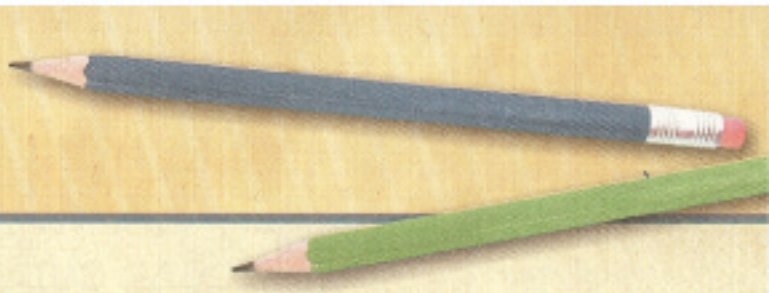
How you spend your time is a habit developed over years. Changing habits isn't easy, but it's worth the effort if it will increase your productivity and give you more time to do the things you really enjoy. Your Student Planner is an excellent tool for tracking your activities. Include everything you *need* to do, then add the things you *want* to do. Three basic techniques will help you manage your time.

1) MAKE A "TO DO LIST" (TDL)

By making and prioritizing a list of things you need to do, you will be able to set aside time to complete those tasks. As you finish a task, cross it off the list. You'll feel a greater sense of accomplishment as you become more productive. Write your TDL in the Goals/Notes area of your Student Planner.

To use a TDL:

1. List the tasks you want to accomplish for the day. Do not include routine things which you are not likely to forget.
2. Prioritize or rank each task using the following system or one you develop:
   1 – do first
   2 – do second
   3 – do third, and so on
3. Complete the tasks according to their rank and cross them off when they are done.



2) USE YOUR TIME WISELY

While at home:

1. Establish a routine. Set aside a specific time each night to do homework.
2. Schedule one-hour blocks of time. Study for 50 minutes and break for 10 minutes.
3. Estimate how long each assignment will take and plan accordingly. Do your hardest assignments first. Your work will become easier as you go.
4. Get to work right away. Do not waste time talking on the phone, e-mailing, texting, snacking, or watching TV.
5. Spend extra time studying subjects you find more challenging. Review what you have already studied or read ahead.
6. Do not let watching TV or chatting online consume all of your free time. Use it to study, hang out with friends or family, read and write, or exercise.
7. Continually work on long-term assignments to avoid having to rush later. Break them into smaller tasks to make the job easier and reduce stress.

While at school or elsewhere:

1. Use "idle time" when you have nothing specific planned. Use time efficiently to ensure you get everything done. Take a book or notepad wherever you go.
2. Begin working on assignments right away. This gives you a head start and the opportunity to ask questions.
3. Get to class on time. Having to catch up wastes valuable time.
4. Use study halls wisely. If you don't have a particular assignment to work on, review notes or read ahead.
5. Start working on long-term assignments far in advance. Avoid having to read a 200-page book the night before it's due simply because you didn't plan ahead.
6. Use your Student Planner to record your assignments and other activities.
7. Avoid missing school if possible. Stay home only if you really are sick. You miss all discussions and assignments and still have work to do when you return.

3) USE YOUR STUDENT PLANNER

Your Student Planner is an excellent tool for keeping track of all your activities and assignments.

1. Record assignments and due dates and check off assignments when completed. Record long-term projects on the monthly calendar pages. Also, record each on the day it was given, the day it is due, and in-between as reminders.
2. Record dates and times of meetings, practices, games, and other appointments in the After-School spaces.
3. Use the Goals/Notes section for your TDL or reminders.
4. Use the monthly calendar to record personal events, such as birthdays, anniversaries, and vacation days.

