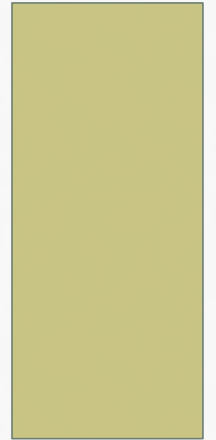


TIME MANAGEMENT & ORGANIZATIONAL SKILLS

How to Get Things Done



HIGH SCHOOL STUDENT RESPONSIBILITIES

- School work
- Jobs
- Volunteer work
- Co-curricular activities
- Community activities
- Family responsibilities
- Social life



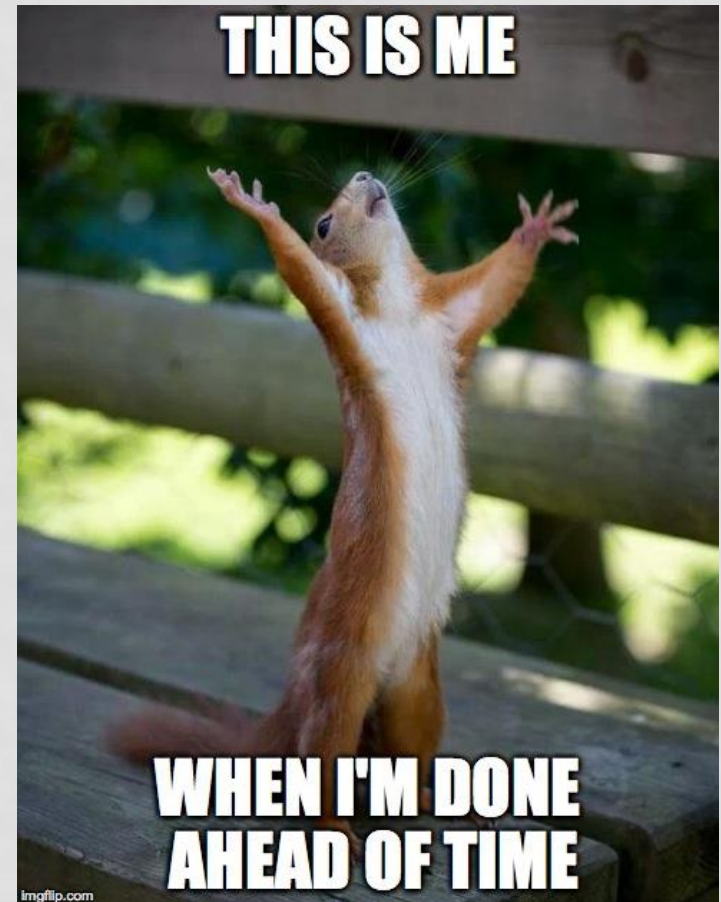
AS YOU BECOME UPPERCLASSMEN...

- Think at higher levels and in different ways
- Process more in less time
- Work in high pressure situations
- Work with detail-oriented teachers
- Resist a wide range of distractions



BENEFITS OF TIME MANAGEMENT

- Allows you to be better prepared for the demands of your life...therefore decreases anxiety
- Helps you to assign time to tasks in proportion to their importance (prioritizing)
- Helps you achieve a more balanced life
- Makes you a more productive, successful person



TIME MANAGEMENT IS LIFE MANAGEMENT

- **How do you know if you need help with Time Management:**
 - Do You Procrastinate?- Is your motto Better Late than Never
- ARE YOU...**
- Handing in work late
 - Submitting work that is not up to your usual standard
 - Forgetting commitments
 - Finding that you often don't have enough time to complete a task
 - Making excuses for why work is not done
 - Having to let go of activities you enjoy because of a lack of time or low grades
 - Asking teachers for extensions regularly on submitting your work
 - Your grades don't reflect your ability

WHERE DOES ALL YOUR FREE TIME GO?

- If you can't figure out where your free or "other" hours goes every week, keep track of how you spend your time for the next 7 days – you'll be amazed at how it gets used!
- No one expects that a student will use every minute of their free time to do work – but it seems reasonable that at least half of it will be devoted to academics (and even more at very busy times)

WHERE IS YOUR TIME GOING?

- What does your weekly schedule look like?

Things I Must Do +

Number of study/homework hours _____

Hours you work _____

Things I Want to Do +

Hours spent participating in clubs and sports _____

Hours spent- other _____

Total: _____/168 hours (24 hours a day X 7 days a week)

TAKE CONTROL OF YOUR TIME



1

Make a to-do list every day

Put the most important tasks at the top, even if they're things you're dreading, and tackle them first. Include things you want to do on your list too, so you have items you're looking forward to. Try motivating yourself with a reward if you get to everything on your list.

TO DO LIST

THIS:

Friday, September 25

<u>Task</u>	<u>Time Req</u>	<u>Importance</u>	<u>Other Notes</u>
Math homework	1 hour	Important	
Play rehearsal	2 hours	Very important	Drama Room
Science Quiz	½ hour	Very important	Cell structures
Geography map	½ hour	Important	Extra help from Mrs. Belford

NOT THIS:



Find your productive time

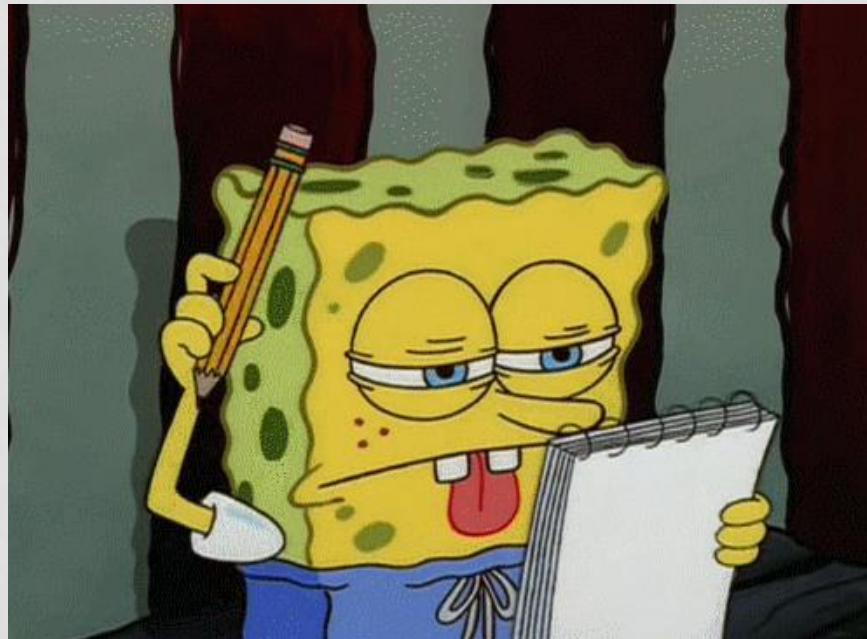
Are you a morning person or a night person? You'll be more efficient if you work when you're at your best.

Don't be afraid to say no

It's OK to say no if your friend asks you to go to a movie one night but you have a test the next morning. Instead, find a time that works for both of you and go see the movie then.

Create a dedicated study time

Set up a time devoted only to studying or homework. Shut off your phone and respond to calls or texts when your work is finished. Don't check email or surf the Web (except when you need to for the work you're doing) during this time either.



Don't get sidetracked

If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what's at the top. Maybe you're procrastinating because you're not sure how to move forward on a school project. If that's the problem, check with your teacher to clear things up so you can get moving.



CREATING A WEEKLY SCHEDULE

- Can use a weekly schedule template, a student agenda, or a computer program
 - Will allow you to:
 - Organize your regular activities
 - Determine your available free time
 - Look at hours spent on extra-curricular activities
 - See how much time you study
 - Know how and where you tend to waste time
 - Fill in the weekly schedule in this sequence:
 - Personal Maintenance (i.e. eating, sleeping, getting ready, travel)
 - Your classes
 - Your work commitments
 - Other Commitments (volunteer, extra-curricular etc.)
- THEN fill in other OPTIONAL commitments

BE PROACTIVE, NOT REACTIVE

Reactive	vs.	Proactive
"I wish I had more time"		"My grade reflected the time I spent"
"I know I'll get a bad grade"		"I'll get a good grade"
"I don't want to see my grade"		"I can hardly wait to see my grade!"
"Everyone is smarter/ will do better than me"		"I feel good about myself and my work"

Set Short-Term goals

- Day
- Week
- Month
- Semester



MYTHS ABOUT GOALS

- 1. You **must** be perfect- if you don't achieve the goals you have set, you have failed
- 2. You should **never** alter/edit your goals
- 3. You **should not** have a goal of maintaining/no change for a period of time
- 4. Achieving your goals is not in your control, it requires luck



PRIORITIZING

- At any one time, you may have 10 tasks that ideally you should be working on – it will be impossible to do them all!
- The tasks that are worth the most and due the soonest should be your #1 priority! (even if you don't want them to be!)



WHAT IF I GET OFF SCHEDULE?

- It's important to prepare for the unexpected – things will always come up that you didn't plan for...even after great planning!
- When your plan is thrown into chaos:
 - List each necessary activity you need to complete
 - Define time limits for each activity
 - Set priorities within the list
 - Tackle assignments in that order

I'M OVERWHELMED- I HAVE TOO MUCH GOING ON!



- It's time to re-evaluate your commitments!
- If you spread yourself too thin, you won't fulfill any of the commitments in your life to your level of satisfaction
- Don't feel guilty if you need to drop an activity or two – your health and well-being is always your #1 priority!

COULD YOU USE MORE HELP?

- Talk to your teachers about their suggestions in how to manage the workload in the class
- Let your parents, friends, coaches etc. know how you are feeling – their support is important
- Book an appointment with your counselor in Guidance to actually practice some of the time management techniques
- If your mental or physical health is impeding your ability to manage your time effectively, see your family doctor