



## Time Management

### Objectives:

- 1) **Analyze** how you allocate your time now
- 2) **Discover** ways to stay organized
- 3) **Ensure** you leave time for hobbies and fun!
- 4) **Practice** proven time management tactics

### Activity 1: An Equal Playing Field

**Directions:** Have a 10 minute short discussion with your tutor about what this quote means to you: “No matter what, we all have 24 hours in a day.” Think about why you think some people are able to get (what feels like) a million things done in a day, while others are disappointed when they didn’t have time to do something important? Make note of what you have done that has either helped or hindered your ability to work efficiently.

### Activity 2: Evaluate a Sample Schedule

**Directions:** Analyze Jordan’s schedule below during basketball season. Do you think Jordan is having trouble keeping up with her schoolwork now? Do you think her schedule will change when basketball season ends? Write down suggestions you would make for changing or improving Jordan’s schedule.

<b>Monday –Thursday</b>	<b>Friday</b>
6:00-6:30am - Finish HW	6:00-6:30am- Finish HW
6:30-7:45am - Get ready and go to school	6:30-7:45am- Get ready and get to school
8:00-3:00pm – School	8:00-3:00pm – School
3:00-6:00pm – Basketball practice	3:00-6:00pm – Basketball practice
6:00-7:00pm – Go home, unpack, shower	6:00-7:00pm – Go home, unpack, shower
7:00-7:30pm – Family dinner	7:00-7:30pm – Family dinner
7:30-9:30pm – work (Mon / Thurs), free time (Tues / Wed)	7:30-10:30pm – Go out with friends
9:30-10:30pm – Homework	

<b>Saturday</b>	<b>Sunday</b>
8:00-9:00am- Get ready for day 9:00-12:00pm- Basketball game 12:00-1:00pm – Lunch and relax 1:00-6:00pm – Work 6:00-6:30pm – Family dinner 6:30-8:00pm – Chores 8:00-11:00pm – Party	9:00-10:30am- Religious school 10:30-12:00pm- Help out around the house 12:30-2:00pm – Homework 2:30-4:30pm – Time with friends 4:30-6:30pm – Hang out with family, dinner. 6:30-8:30pm – Study for tests 8:30-10:30pm – TV and/or Facebook

**Activity 3: Evaluate a Sample Schedule**

**Directions:** Analyze Scottie’s schedule below. Do you think Scottie is having trouble keeping up with his schoolwork now? Compare Scottie’s use of time to Jordan’s. Discuss and write down the differences with your tutor.

<b>Monday –Thursday</b>	<b>Friday</b>
7:15-7:30am- Wake up, get to school 7:30-3:00pm- School 3:00-3:30pm – Talk with friends outside school 3:30-5:00pm – Go to friends house 5:00-6:30pm – Video games 6:30-7:30pm – Family dinner 7:30-8:30pm – Instant messaging 8:30-10:00pm- TV 10:00-12:00am – Homework	7:15-7:30am- Wake up, get to school 7:30-3:00pm- School 3:00-4:00pm – Stay afterschool for club 4:00-5:30pm – Go home, relax 5:30-10:00pm – Hang out with friends
<b>Saturday</b>	<b>Sunday</b>
11:00-12:00pm- Breakfast / lunch 12:00-5:00pm- Work 5:00-6:00pm – Dinner at mall with friends 6:00-8:00pm – Movie 8:00-11:00pm – Party	12:00-1:00pm- Lunch with grandparents 1:00-7:00pm- NFL Sunday (or TV) 8:00-9:00pm – Chores 9:00-11:30pm – Homework and studying

**Activity 4: Evaluate a Sample Schedule**

**Directions:** Now it’s your turn! Use the pages below to fill in your time chart, both weekly and an after-school schedule. Begin by blocking out times that are committed to obligations that cannot be schedule at a different time. Think about how your schedule changes throughout the year as you participate in sports, or other extra-curricular activities

**Key Learnings and Tips:**

- 1) Get the most important thing done first. The rest can wait. When you have multiple things to-do given a limited amount of time, always get the most important thing done first. So often we procrastinate the one item that had to be completed until it's a race against time to finish. Save yourself the stress and just do it (first).
- 2) The power of "No". Sometimes it's really hard to say "No" to doing something with family/friends in favor of doing something you absolutely need to do. You will feel better having fulfilled your obligations because it's something you have done on your own, and needed to do. Feel good about making decisions that are best for you.
- 3) Balance is the name of the game. You must set aside time for fun, hobbies, sports, family and friends. Without those activities, the quality of your work will suffer. If you were to study and do homework for 7 hour straight after being in school for 8 hours already, you would burn out really fast. Set aside time for fun.
- 4) Know yourself. If you are good at working in the morning, maybe waking up early to finish homework is an effective use of your time. If you are a night owl, set aside time in the evening for studying. But, you must cut off the studying at a reasonable hour because a good night of sleep is far more beneficial to your success the next day than an all-night cram session.
- 5) Doing work and studying requires self-control. We have all been there trying to study with our cell phone text message inbox open or Facebook open on the computer screen. It just doesn't work. When you are studying, give it 100%. That way you will have more time for fun.
- 6) Anticipate changes in your schedule. If basketball season is about to end, think about how you will utilize this extra time. TIME is the most precious commodity in this world – make the most of it.
- 7) Use the school day to your advantage. If you have an extra period or a study hall, use it to get ahead on homework, studying, talking with teachers. You will be amazed at how much you can get done just within your school day.
- 8) Don't believe the hype. Trust your own instincts.