TIME MANAGEMENT

Use your time effectively and efficiently to be productive and successful!

REVIEW ONLY

School Datebooks

Everyone has the same 24 hours each day. Develop good time-management skills so you can make the most of the hours that belong to you. Include time for good health! Exercise, relax, and eat nutritiously.

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Prioritize:
Arrange your tasks in order of importance

Concentrate:
Focus on one thing at a time.

Delegate:
Ask someone else to do a task.

Schedule:
Decide when something needs to get done and arrange it for that time.

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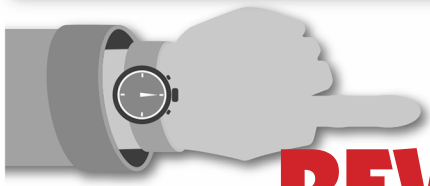
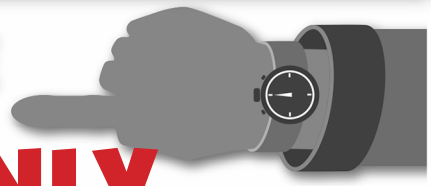
TRY YOUR TIME MANAGEMENT SKILLS WITH THESE:

1. You have three hours before your mom comes home. You are supposed to have your room clean and dinner started. How do you prioritize and schedule so that it all gets done on time?
2. As a club officer, you are responsible for the next club event. It includes choosing a date, time, meeting place, food, and program. How do you delegate to ensure everything gets done well? Why did you make those choices?
3. * It's 8:00 a.m. How would you schedule these errands for maximum efficiency? Include times. Why would you schedule it this way?
   - **A.** Put gas in the car and wash it at a station two blocks east of you.
   - **B.** Pick up a library book two blocks south of you.
   - **C.** Meet a friend for lunch at noon 12 blocks west of you.
   - **D.** Spend an hour at the gym 6 blocks north of you.



EXAMPLE ACTIONS



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Planning ahead reduces stress and prevents last-minute chaos.

Leave room in your schedule for relaxation to be a well-rounded person.

When you are in charge of a project, do the things you at which you excel.

When delegating tasks, allow people to work within their strengths for best results.

Think about times of the day when you are most alert. Try to schedule items requiring concentration at those times.

Focusing on one task or topic at a time helps you understand it better and perform tasks with greater precision.

Allow flexibility when setting priorities. Something may arise that is more important than the top item on your list. Be willing to shift things around to accommodate change.

Use your planner to schedule time for those things that are priorities. That will help ensure that those tasks are done.

Your priorities may clash with the priorities of others at times. Be prepared to explain why you chose the priorities you did. In turn, be willing to hear the reasons others chose for different priorities. Try to come to a compromise.

Experiment with different places, times, and methods to learn how you concentrate best, for example, in your room or at the library, with or without music, before or after school.

* **3.** Suggested answer: leave home at 9 to work out from 9:30-10:30, put gas in the car and wash it 11:00-11:20, pick up library book from 11:30-11:35, meet friend at noon. Working backward from noon, since that's the only fixed time, and working out before eating lunch rather than after, start at the gym and work your way around in a circle.