



Why is Time Management Important?

Time management is an important tool to help you set priorities and remain focused (and less stressed!) on academic and personal goals.

Activity

Part 1: Think back over the last 24 hours and calculate how much time you have spent on the following activities. Blank spaces are provided to add other categories if needed.

Minutes or Hours Spent:	Activity:
	school sports/other activities
	working
	sleeping
	spending time with friends
	spending time with family
	watching TV/video games
	spending time on the phone/computer
	school work/homework
_____	Add up your total time spent on these activities.

SMARTPATH TO COLLEGE TIME MANAGEMENT

Part 2: Think about the time you spend each day on school work. Use the following scale to answer the questions below.

- 3 – strongly agree** (I always do this)
- 2 – somewhat agree** (I sometimes do this)
- 1 – disagree** (I never do this)

1. I schedule regular time for studying/homework each day. _____
2. I write down my school assignments and check this list regularly. _____
3. I complete assignments ahead of time to avoid last minute work. _____
4. I use textbooks, class notes and assignments to help me study. _____
5. I am rarely distracted when studying. _____

Part 3, Reflection: Think about how you answered the questions above and answer the questions below.

1. What are the really important things that I need to spend *more time* on?

2. What are the things that I could do only *sometimes* (not needed every day) to have more free time?

3. What are the things that I *need to do regularly* every day?

Time Management Tips for High School Students

Does it seem like there's never enough time in the day to get everything done? Feel like you're always running late? Here are some tips for taking control of your time and staying organized.

1. Make a "To Do" List Each Day

- a. Put things that are most important at the top of your list and do them first. Use a planner or an app on your phone/computer. This will help you identify how much free time you have each day

2. Use Spare Minutes Wisely

- a. Get some reading/studying done on the bus ride home from school

3. Find the Right Time

- a. You'll work more efficiently if you figure out when you do your best work. For example, if you're tired by the early evening, set aside time in the afternoon for homework and studying

4. Review Your Notes Every Day

- a. You'll reinforce what you learned each day so you need less time to study. You'll also be prepared if a teacher decides to give a pop quiz

5. Get a Good Night's Sleep

- a. Being tired and running on empty will make the day seem longer and your tasks more difficult. Get to bed early

6. Communicate Your Schedule to Others

- a. If phone calls/texts are proving to be a distraction, let your friends know the time you'll be studying so they know not to call/text you. Same goes for family, keep them informed of your schedule.

7. Keep Things in Perspective

- a. Setting goals that are unrealistic will only set you up for failure. Set goals that are challenging yet reachable.