

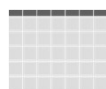
How to Manage Time – for Students

Get started...

Avoid last-minute syndrome and stress. Be confident; meet due dates and get good grades with plenty of time for fun!

1. Get supplies.

MONTHLY CALENDAR



For tracking:

- all scheduled events.
- all due dates and reminders *beyond current week.*

*Digital calendar is optimal; easily accessible, syncs across devices.

WEEKLY PLANNER



For tracking current week's:

- scheduled events.
- assignments and tasks.

*Paper planner is optimal; best for seeing a full week in one view.

2. Identify your sources of info.

INFORMATION

- school events
- class schedule
- due dates
- assignment details
- appointments
- work schedules
- personal goals

EXAMPLES OF SOURCES

- school's annual calendar
- School's LMS
- Instructions from teacher (in class)
- parents/guardians
- family calendar
- online portal for job
- action plan for goals

3. Every week and day, "think forward" to determine:

- What do I have scheduled?
- What do I have to do?
- What time do I have available to do it?
- When should I get each assignment/task done?



Anchor points: routine times to pause & plan

Start of New Transitions

Enter in your digital calendar at the...

BEGINNING OF THE SCHOOL YEAR

Find the school's annual calendar; post dates on your personal calendar.

Identify all sources of information. (See Step #2, above.) Enter all due dates in your digital calendar.

BEGINNING OF A NEW TERM

Identify all new sources of information. (See Step #2, above.) Enter all due dates in your digital calendar.

BEGINNING OF A NEW ACTIVITY

Transfer all scheduled events (practices, games, meetings, etc.) to your personal calendar.

Weekly/Daily

Write on your weekly planner...

ON SUNDAY EVENING/ START OF WEEK

Check your digital calendar; transfer all events and due dates to your weekly planner.

Check all other sources of info. (Per Step #2, above.) Add all events and tasks to a planner.

Check last week's planner page; what is left to be done? Add to this week's page..

AT SCHOOL: DURING CLASS

Record all homework and due dates, as soon as they are announced in class.

NOTE: If a test or due date is beyond this current week, record it in your digital calendar.

Record all books you will need to take home.

AT SCHOOL: END OF DAY

Double-check that you have all books/supplies that you will need at home.

Plan your homework time.

AT HOME: AFTER SCHOOL

Stick to your schedule! But if you get off-track, don't fret! Focus on your rock priorities.

Power down. Stay on schedule by silencing all notifications and setting aside all digital devices not necessary for homework.

AT HOME: BEFORE BEDTIME

Check your planner one more time; is everything complete?

Gather everything you need for the next day. Pack up backpack, pick out clothes, find shoes, etc.