TIME MANAGEMENT

1. List
   • Make a list of everything that has to done!
   • Include **when** it has to be completed!

   Biology Test, Jan 29th
   English Essay, Jan 23rd
   Geometry Quiz, Jan 22nd
   Read Ch. 6 & 7 for World History, Jan 28th
   Spanish Vocab Quiz, Jan 23rd
   Piano Practice, M & W 4:00-5:00pm
   Janie’s Party, Jan 27\textsuperscript{th} 9:00pm-??
   Shop for Janie’s Birthday gift
2. Prioritize

- List how important each task is.....
  i. ‘A’ Priorities: need to be done now!
  ii. ‘B’ Priorities: can wait until ‘A’ tasks are done
  iii. ‘C’ Priorities: can wait a while

(definition: prioritize means to organize things so the most important thing is done first)

- See the next page for an example
TIME MANAGEMENT

Today is: January 19th

Biology Test, Jan 29th - B

English Essay, Jan 23rd - A

Geometry Quiz, Jan 22nd - A

Read Ch. 6 & 7 for World History, Jan 28th - B

Spanish Vocab Quiz, Jan 23rd - A

Piano Practice, M & W 4:00-5:00pm – A/B

Janie’s Party, Jan 27th 9:00pm-?? - C

Shop for Janie’s Birthday gift - B
TIME MANAGEMENT

3. Schedule

- Look at a daily or weekly schedule.....
  - Determine when tasks can be done
  - Write down what you will do and when

<table>
<thead>
<tr>
<th>January 19th</th>
<th>January 20th</th>
<th>January 21st</th>
<th>January 22nd</th>
<th>January 23rd</th>
<th>January 24th</th>
<th>January 25th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write conclusion for English Essay, Review Geometry problems</td>
<td>Proofread Essay, Do Corrections, Go to Geometry @ILT, Study for Geometry Piano Practice</td>
<td>Print Final copy of Essay, Study for Geometry, Go to Spanish @ILT, Study Spanish vocab Piano Practice</td>
<td>Geometry Quiz Study Spanish Vocab, Read first half of WH Ch. 6 Piano Practice</td>
<td>Eng Essay Due Spanish Quiz Read second half of WH Ch. 6 Piano Practice</td>
<td>Go to Bio to check all work is done - HUGE test coming, Finish lab Piano Practice</td>
<td>Go Shopping for Janie’s Birthday Gift, Read second half of WH Ch. 7 Piano Practice</td>
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<tr>
<td>January 26th</td>
<td>January 27th</td>
<td>January 28th</td>
<td>January 29th</td>
<td>January 30th</td>
<td>January 31st</td>
<td>February 1st</td>
</tr>
<tr>
<td>Read second half of WH. Ch. 7, Wrap Janie’s Gift, Babysit for the Franks 2:00-4:00pm, Piano Practice Janie’s Party</td>
<td>Review WH Ch. 6 &amp; Ch. 7, Start studying for Biology Test Piano Practice</td>
<td>Read Chapter 6 &amp; 7 for World History Study for Biology Test Piano Practice</td>
<td>Biology Test Piano Practice</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
TIME MANAGEMENT

4. Evaluate

- After a task is complete, look back to see how time management worked for you

- Example: I earned a D on the Biology Test. I need to keep my grade at a B. This is not good.
  - Reflection: I crammed a lot to study for the test because I wanted to go to Janie’s party.
  - Learned: I should have started studying vocab and lab sheets on January 25th and 26th so I was more prepared for the test.
TIME MANAGEMENT

- Example: I got an A on my Geometry Quiz. Woo-hoo!
  - Reflection: I went to ILT for help & studied for three days.
  - Learned: Going to ILT can help my understanding of the subject and my grade!

It is tempting to skip step 4 but it is EXTREMELY IMPORTANT! We need to re-use the strategies that work. If the strategy does not work we need to adjust it or try something new!