

TIME MANAGEMENT

1. List

- Make a list of everything that has to be 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 27th 9:00pm-??

Shop for Janie's Birthday gift

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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

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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**

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3. Schedule

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

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

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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.

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- 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!