

TIME MGMT

PLANNING 10 10/16/13

WHAT IF YOU HAD...\$

**Imagine you have \$1,440 to spend today.
What would you spend it on?**

**Imagine that if you spend it wisely today,
you will have another \$1,440 to spend
tomorrow**

**Take 5 minutes to make a list of
expenditures totaling up to \$1,440**

YOUR DAILY 1440

Every day you have 24 hours, or 1440 minutes, to use as you choose.

Time management = common sense skills that help you use your time in the most effective and productive way possible

How does this tie into Time Perspective?

TIME WASTERS:

Time waster: something that distracts you from doing what you should be doing.

What are your top three “time wasters”? Write them down

1.

2.

3.

CONSIDER THIS...

You overslept! As you leave your bedroom, you trip over a pile of dirty laundry and snag a pen from the floor. Your Socials project that's due today is completely missing. You can't find the vocabulary paper that you did last night. You miss breakfast and the bus. You have to sign in late, missing most of Science class along with the test that you failed to remember.

IT DOESN'T HAVE TO BE THAT WAY 😊

An optimal mix of present and future orientation will = a much happier, healthier life.

BUT...

It requires *prioritizing, organization and commitment.*

TIME MANAGEMENT TIPS

- 1. Set goals for yourself:** short term and long term
- 2. Record assignments:** Use an agenda book or pocket calendar.
- 3. Make a “to do” list daily:** Prioritize what you want to accomplish that day.
- 4. Use spare time wisely:** Read on the bus ride when going home, to games or while waiting for practice to begin. Also when given class time to begin your homework, USE IT!!!

TIME MANAGEMENT TIPS

5. Just say “NO” to interruptions: **Keep focused on your goals!**

6. **Find the right time and place:** Know *how* you learn best, what time of the day you concentrate the best as well as choosing an environment that will make you successful.

7. **Get plenty of sleep:** Lack of sleep can make you irritable and less productive. Plan your time so that you are in bed at a decent hour

USE AN AGENDA BOOK

- Use this to record **homework assignments, due dates** for projects, and dates of **tests**.
- Fill in all of your **commitments** (practices, club meetings, etc.)
- This gives you a better sense of your available time and helps you to use it wisely

ORGANIZE A STUDY AREA:

- Designate a **specific** work area at home where you can keep all of your school materials.
- When you get home in the afternoon, put everything right there.
- Keep it **organized** and free of clutter. Your things will be easy to use, and easy to find.

GET READY FOR CLASS THE NIGHT BEFORE:

- Make it a habit: get ready the night before!
- Since you now have an **organized** study area, this should be easy 😊
- Make sure an **alarm** is set and you know what you're wearing.
- Then, get plenty of sleep.

CREATE "TO DO" LISTS:

What do you need to get done?

Estimate how long each task will take.

Prioritize—what *needs* to be done, first?

LET'S FIND OUT...

Where EXACTLY does your time go?

How does it differ from weekday to weekend?

How could your time management improve?

GO TO "A DAILY DOSE..."

1. **Open the excel file**
2. **Enable editing and save it to your "h" drive.**
3. **Fill in how you spend your time on an average weekday in column b.**
4. **Fill in how you spend your time on an average weekend in column c.**
5. **Your time must equal 1440 minutes (24 hours)**
6. **Copy the chart into a word doc. Write a paragraph response regarding how you spend your time.**
7. **Save it. Print it. Hand it in 😊**