

What Does Time Management Look Like?

Example To-Do Lists (Daily and Weekly)

TACKLING TIME MANAGEMENT

- Time management is different for everyone depending on what they are working on and what they value in life.
- For some students time management might mean turning in assignments on time and finding enough time to study. For other students it might mean balancing work with school and a healthy sleep schedule.
- The important thing to remember is time management is about **finding a healthy balance for YOU!**

TODAY'S SCHEDULE

Date: _____

| TIME | ACTIVITY | PRIORITIES |
|-------|----------|------------|
| 8am | | |
| 9:00 | | |
| 10:00 | | |
| 11:00 | | |
| Noon | | |
| 1:00 | | |
| 2:00 | | |
| 3:00 | | |
| 4:00 | | |
| 5:00 | | |
| 6:00 | | |
| 7:00 | | |
| 8:00 | | |
| 9:00 | | |

TO DO LIST

NOTES

Daily Planners By CalendarKart.com

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|--------|---------|-----------|----------|
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |
| ○ | ○ | ○ | ○ |

| FRIDAY | SATURDAY | SUNDAY | NOTES |
|--------|----------|--------|-------|
| ○ | ○ | ○ | |
| ○ | ○ | ○ | |
| ○ | ○ | ○ | |
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What is Time Management?



Common Challenges with Time Management

Tools to Help Manage Your Time

- **Time Management:**
The ability to manage your time effectively or productively, especially at school or work
- You can try to manage your time by:
 - a. Making a calendar
 - b. Sorting out how to best use your time
 - c. Establishing priorities
 - d. Working on organization
 - e. Setting reminders

- Meeting deadlines, including homework due dates
- Involvement with many extracurricular activities
- Procrastinating when completing work
- Lacking motivation
- Not knowing what needs to get done or how long it will take
- Lack of instructions or clear information on deadlines
- Long projects without mid-project deadlines
- Juggling multiple classes with varying work completion schedules
- Not giving yourself enough time to complete work

- Try using a calendar
 - a. Online version like Google Calendar
 - b. Paper calendar also works!
- Make a to-do list (daily and weekly)
 - a. Paper / Planner
 - b. Todoist (software)
 - c. Trello/Notion
- Set a timer to help with procrastination
 - a. Scan QR code for an option!
- Reach out!
 - a. Talk to your parents/guardians and teachers for assistance on establishing priorities
 - b. Work on setting boundaries, advocating for yourself and communicating how your time is being used to achieve your success goals
- Set reminders
 - a. Use phone app or alarms

