



# IMPORTANT SKILLSETS FOR STUDENTS

Time Management for Home Days (2nd Edition)

## In this issue:

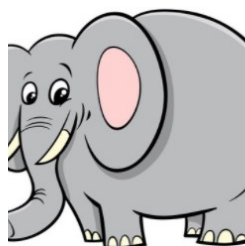
- Importance of scheduled time management on home learning days
- Organizing and managing time and work
- How to master time management
- A sample at home schedule template (attached)

## Purpose of This Newsletter

The purpose of this Skillset Newsletter is to help our STARS:

- Meet with success and fully participate on 'Home Learning' days
- Get organized, manage time, develop study skills
- Share ideas and tips for families about how to support at-home learning

**BREAK DOWN BIG TASKS  
INTO MANAGEABLE  
SMALL CHUNKS**



**How do you eat an elephant?  
(One BITE at a time)**

## What is Time Management?

- Estimating how much time you have, deciding how to spend that time and being aware of deadlines.
- Prioritizing your work and completing the most important things first.
- A learned skill—it takes practice to get good at it!

*Time management and organization are essential skills for high school students. These are critical skills to carry with you throughout life.*

## How Does Time Management Help You?

- Develops a **sense of responsibility**, control and independence.
- Keeps you organized and **on task**.
- Keeps you **calm and focused** when project deadlines, assignment due dates and test dates are approaching.
- Gives you a greater sense of accomplishment and **feeling of success** when you are able to follow a schedule and meet deadlines.
- Gives you **MORE TIME to relax**, unwind and do the things you love to do.

## How to MASTER Time Management...

- **Use a daily schedule template** to plan your day. This will help to schedule your day into 'blocks'.
- **Schedule in time for breaks** including healthy food, exercise, social time, calling family and friends, and all the other non-school tasks that keep you happy and motivated.
- **Break large projects and assignments into small, manageable tasks.** Example: If you know that you have an essay due in two weeks, schedule in time daily to brainstorm, plan, and start writing in advance.
- **Do one thing at a time.** Focus on what you plan to focus on. This means moving distractions such as your phone for blocks of time so you can stay on task.
- Build better, healthier routines. **Get up at a decent time**, have a healthy morning routine. End your day with a routine and set a scheduled bedtime.



*Switching from task to task reduces your proficiency. Why? Because of how blood flows in our brains.*

The Ripple Effect, Greg Wells PhD

## Additional Resources

### 1. Teaching Your Teen Time Management

<https://www.parentcircle.com>

### 2. How To Teach Time Management Skills to Teens

<https://www.verywellfamily.com>

### 3. 7 Study Habits of Successful Home Learning Students

[youtube.com/watch?v=k-X1HJn0aXo&feature=youtu.be](https://www.youtube.com/watch?v=k-X1HJn0aXo&feature=youtu.be)  
<https://youtu.be/k-X1HJn0aXo>

## Managing Your Time...

**Think of a project or assignment you need to complete soon.** Fill out the organizer below to help you work on managing your time.

Thinking Ahead	What do you have to accomplish?	
Estimating Time	How long will it take you?	
Pacing Yourself	How will you pace yourself?	
Staying Focused	What distractions will you eliminate?	
Meeting the Deadline	By what date will you complete this work?	

# Time Management Schedule—Create Your Own...



Hours	Sample Online Day Schedule *	Hours	Online Day schedule created by you
Between 6:30am – 8:00 am	<p>Wake up, stretch to invigorate yourself and to help wake your mind and body. Get dressed for the day, or take a shower, then get dressed.</p> <p>Eat a nutritious breakfast. This includes: fruit or vegetables, meat or eggs, whole wheat toast or cereal, and one glass of water. You can have juice or milk as well, but make sure you have water to help get your systems started.</p>		
8:00 - 9:05 am	<p>Check in and work on period 1 class work. Prioritize items. Submit work to teacher.</p>		
9:05-9:15	<p>Stretch, drink water, have a healthy snack, do something that makes you keep motivated</p>		
9:15- 10:20	<p>Check in and work on period 2 class work. Prioritize items. Submit work to teacher.</p>		
10:20- 10:30	<p>Stretch break, phone break, chill break! Drink some water.</p>		
10:30- 11:35	<p>Check in and work on period 3 class work. Prioritize items. Submit work to teacher.</p>		
11:35- 1:00pm	<p>Lunch time and break time! Be sure to eat a healthy meal, drink water, get some exercise and fresh air!</p>		
1:00- 2:05pm	<p>Check in and work on period 4 class work. Prioritize items. Submit work to teacher.</p>		
2:05 - 2:10	<p>Short break! Drink a glass of water.</p>		
2:10 - 3:15	<p>Check in and work on period 5 class work. Prioritize items. Submit work to teacher.</p>		
<p>3:15 - bedtime</p> <p>Bedtime could be between 9pm and 11pm</p>	<p>Try this after your school day has ended:</p> <p>Exercise, get some fresh air, work on hobbies, chores, family time, friend time, study time, extra work, reading, part-time work, healthy supper and snacks, drink water, set a goal, work on some goals, shower, etc.</p> <p>Limit screen time (phones, video games, tv, etc. for 1-2 hours before bedtime).</p> <p>Set the same bedtime each night, and set your alarm for the same time each morning.</p>		