

Life Skills:

Time Management

This activity should be finished on your own and not with a partner or group.

For one whole school day, keep track of everything you do during the day and what time you did it. You can use the chart on the next page- you will need to write something for every 15 minutes of time. It's ok if something takes a little more or less than 15 minutes- you can round up or down. If you were doing the same thing (like sleeping!) for more than 15 minutes, you can put the same thing on more than one line. So for example, if you did homework from 6:00 P.M. until 6:30 P.M., you would write **homework** on the 6pm and the 615pm lines. If you have different classes at school, you can specify which class or activity you were in at school. The day after you keep track of your time, answer these questions:

1. If you needed an additional 30 minutes to do your homework, when would you do it? Why did you choose that time?

2. If a friend asked you to go out to eat with them and you will be gone for 90 minutes, what would be the best time on your day for you to go? Why? (Assume you are allowed to go.)

3. If you are usually tired in the morning, what could you change about your schedule to give yourself more time to sleep?

4. If you found out you needed to leave 15 minutes earlier in the morning for your bus or ride to school, how would you change your schedule?

My Schedule

6:00 AM _____
6:15 AM _____
6:30 AM _____
6:45 AM _____
7:00 AM _____
7:15 AM _____
7:30 AM _____
7:45 AM _____
8:00 AM _____
8:15 AM _____
8:30 AM _____
8:45 AM _____
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11:15 AM _____
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