

Time Management

Time Management is a way to budget your time by estimating the following:

How long will this task take?

When does it need to be completed?

What do I need to do to complete the task?

Where do I get the materials to get started on the task?

Use the chart below to budget time it would take for you to:



Organise my school materials (desk, school bag, papers, notebooks)

Then after completing this series , use this chart for other tasks, assignments, or projects.

TASK	
How long will this task take?	
When does it need to be completed?	
What do I need to do to complete the task?	
Where do I get the materials to get started on the task?	

