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?	

Time Management



Use the following planner to record what you do in a typical day.

For an accurate account of your current time management skills, record how you spend your time using this planner for a week.

After completing this Time Management Sheet use the planner below, or your own personal planner to create a schedule that reflects better time management.

Time	Activity:	Total Minutes