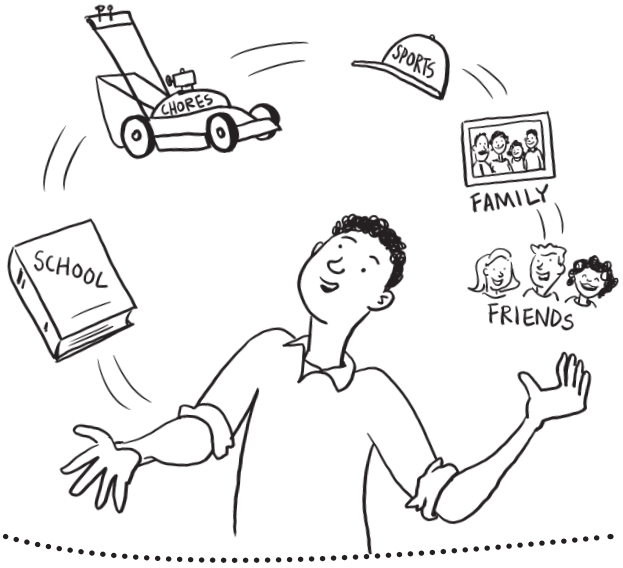
Time Management,
High School Style



Every day, there's a lot for your teen to juggle, whether he's preparing for a class presentation, going to sports practice, or doing his chores. How can he get everything done—and do it well? This guide contains helpful strategies for making the most of his time.

Maximize planner power

Encourage your high schooler to put his student planner to work for him. Here's how.

Fill it in right away. Suggest that your child write down each homework assignment as it's given and each test date as it's announced. If he doesn't have homework in a subject, he might write "No homework" so he won't wonder whether he forgot to write down an assignment.

Be specific. Have your teen add details to jog her memory. *Examples:* "Spanish questions, p. 80," "Soccer practice 3 p.m., meet at stadium today only." She should also list books and other supplies to take home.

Break it down. When your high schooler has a big project, he could write a different task in each day's section (pick topic, do research, create poster, practice presentation). For an upcoming test, it's a good idea to schedule studying on multiple days to avoid cramming the night before.

Check it off. Your teenager can consult her planner while she does homework. Then, she might mark off assignments after she completes them—she'll feel a sense of accomplishment as her list shrinks.

Limit distractions

Does your teen ever spend hours studying, then wonder why she didn't get much done? Help her stay on task with these ideas.

Use technology wisely. Electronic devices can be great learning tools, but they also have the potential to be massive time wasters. Encourage your child to create a separate email account just for school-related items so she's not tempted to open personal emails while studying. When she works on a computer or tablet, she could log out of accounts and close windows that she doesn't need for the assignment. She should turn off notifications for apps and sites that aren't school-related. Also, have her put her cell phone on "do not disturb," turn it off, or leave it in another room while she does homework or studies.

Clear the clutter. It'll be easier for your high schooler to stay focused if his workspace is tidy. He could take out only the books, papers, and supplies required for the subject he's currently working on. That way, he won't spend time looking for a protractor that's buried under a pile of history homework.

Find a good spot. Background noise may interfere with concentration, causing your teen to lose valuable time rereading information or correcting mistakes. Let her pick a quiet place for studying, such as her bedroom or the dining room table. Some days, she might study in the school or public library.

continued

© 2019 Resources for Educators, a division of CCH Incorporated

Set priorities

Deciding what to do first, next, and last is an important part of time management. This allows your high schooler to control her day rather than letting her day control her. Suggest that she start each day by making a to-do list. She could list items in order of importance or in the order that she needs to complete them. She should also include items from the previous day that she didn't get to.

For a really effective way to keep track of obligations, encourage her to use a time-management grid like the one below. She can create a new one each week and fill in her tasks.

1. Important and urgent

This section is for required tasks that must be taken care of this week. *Examples:* Study for Wednesday's Spanish test, attend chorus concert on Friday.

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

2. Important, but not urgent

Like the obligations in box 1, these are also important, but they can wait until next week. *Examples:* Pick research paper topic, practice lines for spring play.

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

3. Not as important, but urgent

This category represents things that aren't critical, but still need to be done right away. *Examples:* Charge cell phone, renew library book.

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

4. Not important or urgent

These items aren't necessary and don't have to be done anytime soon. *Examples:* Go to the hobby shop to buy supplies for crafts, sort clothes to donate.

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

Note: While your teen has to take care of what's in box 1, the goal is to also spend time in box 2. That will keep her ahead of the game and focused on things that really matter. Quickly taking care of items in box 3 and scheduling tasks in box 4 for later will free up valuable time.

(Adapted from Stephen Covey's Time Management Matrix)

Resources for Educators, a division of CCH Incorporated ■ 128 N. Royal Avenue, Front Royal, VA 22630 ■ 800-394-5052 ■ www.rfeonline.com

© 2019 Resources for Educators, a division of CCH Incorporated

HV19xx580E