

Manage Your Time, Reach Your Goals

Prepare 2
Lead &
Succeed



Homework, band practice, class projects, part-time job, chores, friends, soccer practice, scholarship applications, college searches. **Do you ever feel like you have too much to do, and not enough time to do it?**

Students who fail to manage their time well often miss homework deadlines, feel overwhelmed and tired, and may feel frustrated that they aren't spending time on the things that are most important to them.

The good news? **You can get organized, be more successful in school, spend time on things most important to you, and feel happier overall.** It's all about making choices that, with practice, can make your life a whole lot easier. The steps to successful time management are: **Prioritize, Organize, and Be Responsible.**



Step 1: Prioritize

Think about what is most important to you (your goals) and make them a priority. It might be helpful to make a list of "have-to's" and "want-to's". If doing your best in school is really important to you, homework will probably go on your "have-to's" side, and your list might look something like this:

List of "have-to's"	List of "want-to's"
Homework	Play soccer
Chores at home	Spend time with friends
Good night's sleep	Veg out in front of the tv
Family dinner time	Play video games

Step 2: Organize

Once you've determined what's most important to you, it's time to set up a plan. This process of organizing your time will help you not only in high school, but also in college and throughout life! It really just takes two parts: A weekly planner and a daily to-do list.

Use a Weekly Planner — Most high schools give these out to their students for free!

- Write down your important items—like due dates for school assignments, papers & tests; club meetings, practice schedules, work schedules, special events.
- Keep your planner with you at school and at home. Review it every day.



To-Do Lists — Having a hard time getting started or remembering everything you have to do today? A "to-do" list can help!

- At the top of your list, write down the things that are most important (the "have-to's" and work on them first.
- As you finish each item, check it off your list (or cross it out). Feels good, right?
- Done with your most important tasks for the day? Now you can enjoy spending some time on those activities from your "want-to" list—without any guilt or worry.

Step 3: Be Responsible

Ultimately, **time management is all about you taking charge and making choices** that will help you achieve your biggest dreams. It's about taking responsibility—and the best part? When you manage your time well and get important things done, you feel motivated and good about yourself! Here are a few tips that will help you get past obstacles that we all face in taking that responsibility

#1: Beat Procrastination — Sometimes you have to **Just Do It**. Why do we procrastinate? Sometimes the task (like a 4 page paper or a science project) seems to big or too difficult. So we put it off, and put it off, and suddenly its 10pm—and the paper is due tomorrow! One helpful trick is to break the big task down into smaller parts and do them one step at a time—over several days.

#2 Time Wasters and Distractions — Do you ever feel like time just gets away from you? To find out where some of yours goes, check the “time-wasters” that apply to you.

- | | |
|--|---|
| <input type="checkbox"/> Texting | <input type="checkbox"/> Daydreaming, sleeping |
| <input type="checkbox"/> Talking on the phone | <input type="checkbox"/> Not being able to say no |
| <input type="checkbox"/> Facebook, Twitter | <input type="checkbox"/> Poor concentration |
| <input type="checkbox"/> Computer games, video games | <input type="checkbox"/> Lack of planning |
| <input type="checkbox"/> Watching TV | <input type="checkbox"/> Forgetting assignments, equipment, books, etc. |
| <input type="checkbox"/> Listening to music | <input type="checkbox"/> Noisy surroundings |

Which of the above time wasters is the biggest issue for you, and what are the negative consequences for you? **Are you willing to try to make a change?** If yes, what are two steps that you can take in the next week to reduce the amount of time you spend on this time waster?

Step #1: _____ Step #2: _____

#3 Just Say “NO” — Most of us want to please others and may say “yes” to things that actually keep us from reaching our goals. Doing too much? Stressed out from saying yes to often? It may be time to think about what you can give up. Think twice about joining every extra-curricular activity that interests you. Taking on too much can hurt your grades, your social life, and your well-being.

Take Care of Yourself

Did you know that experts recommend that teens get 9.5 hours of sleep nightly? A **regular sleeping schedule** (going to bed and getting up at about the same time every day), will give you more energy for the things that are most important to you. Also—choose **healthy snacks** to give you the fuel you need. Skip the Milky Way and Pepsi—and try some peanut butter and apples, cheese sticks, veggies and hummus.



Finally, be sure to set aside time every day for things that make you feel energized, rejuvenated. During study times, take a short break every 20—25 minutes. Other ideas? Get some exercise; take some time for deep breathing, meditation, or prayer; listen to music or play a musical instrument; play fetch with your dog. If you take care of yourself first, you'll have the mental and physical energy you need to succeed!