Time Management Assignment: Pt 2

Review the following Time Management tips. When done, answer the questions below and make the appropriate adjustments to your weekly schedule on the blank copy.

Be Organized

Use time saving tools like to-do lists, a students planner etc… Have an organized desk/folders so you don't waste time constantly looking for your assignments. Establish a regular time & place for studying to weed out distractions. Did you know that for every 1 hr of study done in daylight hours, it will most student 1 ½ hrs at night to do the same task?

Prioritize your Tasks

Try using an A-B-C rating system for items on your "to do" lists with A items being the highest priority. Start with those. Is studying for Friday's test more important than researching next week's English assignment?

Avoid Overload

Include time for rest, relaxation, sleep, and socializing in your schedule. Some people only think of time management as only scheduling things they *have* to do, not scheduling things they *want* to do." Making time to have fun and relax can be as much use as a fancy organizer to the busy student athlete.

Be Able to be Flexible

The unexpected happens (sickness, longer games, etc.); you need to be able to fit it into your schedule. Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it).

Accountability Can Help

Having trouble fighting your urge to play Halo 3 instead of doing your homework or procrastinating on that big assignment? Ask a friend, parent, or coach to help. Have them ask you how you are doing with it and to remind you to make the tough, but right decisions.

A Little Can Add Up to A Lot

The difference between ordinary and extraordinary is the little extra. Try 20 minutes less T.V. per day and do 30 minutes EXTRA on math equations. Try 30 mins less video games per day and finish your chores for the week. A change of just 10 min a day is an extra hr a week doing something. An extra 30 mins a day, is over 3 hours extra. Those little EXTRAS add up to EXTRA-ORDINARY results.

Know Yourself

Many students succumb to procrastination. If you know you tend to wait till the last minute to do your homework or music practice, then make the smart choice and do them earlier in the day.

Review Questions (with a parent or guardian)

1) Does your schedule accurately depict your daily schedule? If not, what changes need to be made to make it more realistic? In order to see if there are improvements to make, we have to see how you currently spend your time.

2) Are you getting at least 7 hrs of sleep each night? If not, what must you do to allow yourself the needed amount of rest an athlete at your age needs?

3) How are your grades? Are you finding yourself behind already? If so, what helpful adjustments can be made? Starting homework sooner? Accountability? Using the library before practice?

4) How do your priorities match up to how you are using your time? For example, if academics are a priority, do you study during your prime energy hours or only after everything else is done for the day?

5) Is there scheduled time for things you enjoy (friends, hobbies, your favorite tv show)?

6) Are all of your current obligations manageable? Are you over-committed? Part of good time management is learning to sometimes say "no", especially when you know you won't be able to offer the necessary focus needed.

The smartest people don't necessarily get the best grades just as the most talented athletes don't always win. It is more likely that the best grades (& gold medals) go to the students (and athletes) who have prepared the best, who have committed themselves to a daily routine where excellence is the minimum acceptable standard and who manage their time and themselves most effectively.