Time Management

Lesson 2

Interactive Individual Assignment: You will go to the document section under week 2 activity. On a separate sheet of paper or directly in the contact box under “contact a counselor” you are going to complete and submit your time piece assignment.

Now that you have had a chance to review the top ten strategies for managing your time. It’s now time to set some priorties to balance your day.

Introduction: Choosing priorities, or deciding what to spend less time on or cut out completely, is one of the most important steps in managing your time. Sometimes we have to choose priorities over the long term, and sometimes we have to do it day to day. No matter how perfectly you have your time budget balanced, there will always be unexpected changes and new responsibilities to fit in. To help you choose priorities when you need to, keep these ideas in mind:

* Remember the big things: There are big things in life, and there are little things, and you’ve got to do your best to tell them apart.

Example: playing video games with a friend vs doing well on school assignments

Always reserve plenty of time for what’s important first and use “leftover” time for things that are less important.

* Think about what’s urgent:

Example: going to the movie with friends vs studying for a big test the next day

Knowing which task is more urgent is an easy way to choose priorities.

* Think about the consequence of NOT spending time on it: Can’t decide whether something is worth your time? Ask yourself this: “What would happen if you DIDN’T do it?”

Example: What are the consequences for not studying for your test?

What are the consequences for not going to the movies?

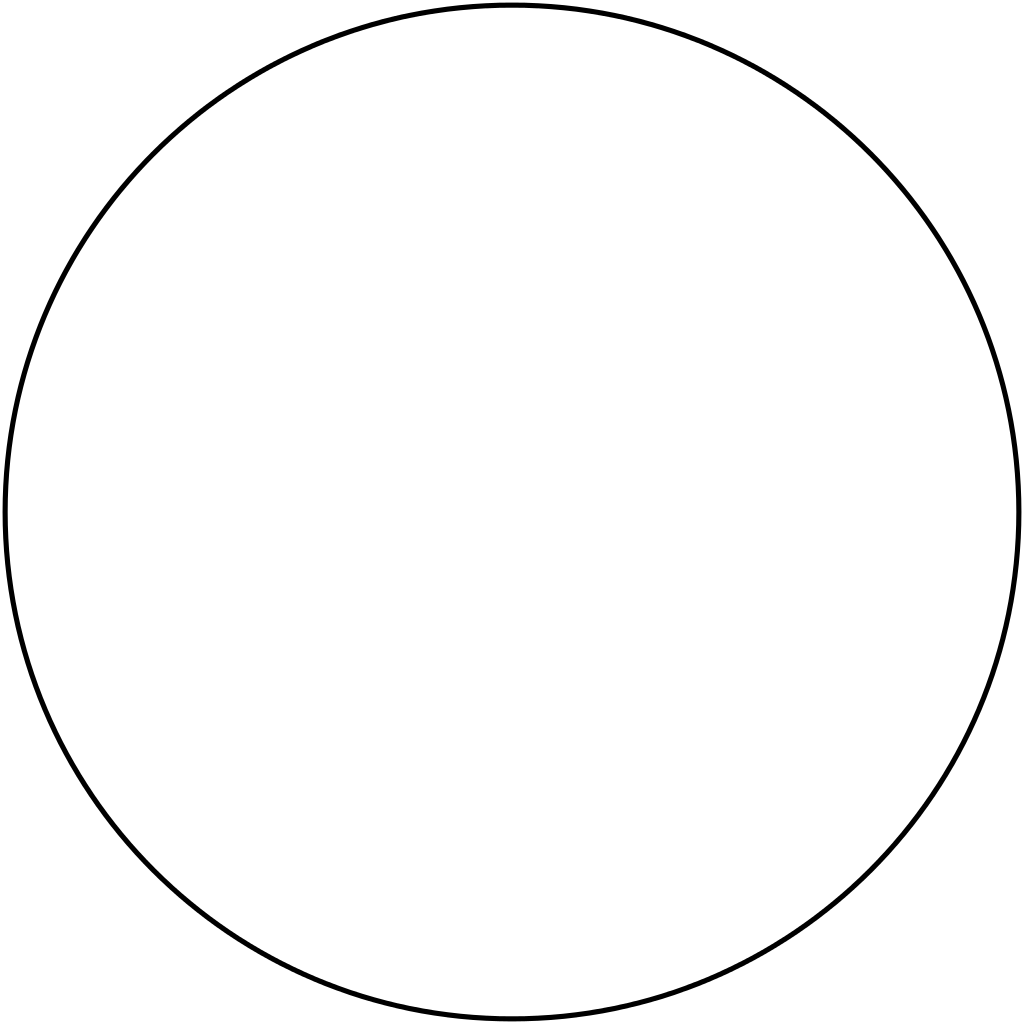
Then ask yourself what do these things mean to my life? Is this a now-or-never situation?

Am I doing this for me, or for someone else?

**Directions: Using the activity list, create what you think would be a balanced day. Which activities should take up a large part of the day? Which activities should take up a smaller part of the day? If you want to create your own Activity List, use the extra spaces.**

**Your**

**Day !**

**Activity List:**

1. **School**
2. **Sleep**
3. **Homework**
4. **Chores**
5. **Free-Time**
6. **Hanging out with friends**
7. **Computer**

**Create your Own!**

1. **4. 7.**
2. **5. 8.**
3. **6. 9.**