



The National Honor Societies proudly present this series of tools to help you get #FutureReady. Use these to plan your day, your year, and your career.

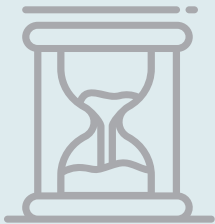


# TIME MANAGEMENT

## Why is this important?

Managing time can lead to being more efficient. By planning out your time, you are less likely to forget commitments or due dates – such as time with family and friends or homework deadlines. As you transition from middle school to high school and high school to college, your commitments will increase. Working on time management skills now can make organizing these future commitments far easier.

## What is time management?



- Time management is the **“analysis of how daily hours are spent.”** (dictionary.com)
- How do you currently spend your free time?

## What are some examples of time management skills?



- **Organization is key!** Using binders and folders for homework can help with school-related time management.
  - Organizing things now will save you time later!
  - How does your book bag look right now? Is it messy and unorganized?
- If so, ask a parent or trusted adult to help you organize your school work. It’s okay to ask for help!
- Label folders for each subject area. Be sure you put assignments in the right place right away. This will help when you are looking for something in the future. **“Future you”** will thank **“past you”** for thinking ahead!

## Making personal and academic schedules



- Use a calendar or other planner to plot out your upcoming commitments. Those can include:
  - Homework deadlines
  - Time with friends or family
  - Practices or rehearsals
  - Scheduled free time
- See Next Steps (at the end) for an example of a schedule.

## Keeping a timeline of short-term and long-term commitments



- What do you have to do this week? This weekend? Next month?

## Multitasking



- What is multitasking? It's the ability to do multiple things at the same time!

### For example:

- Walking the dog and calling your friend at the same time
- Doing your homework and listening to a new song by your favorite artist
- Multitasking can also be defined as how one balances multiple responsibilities.
  - Sometimes, multitasking is okay.
    - **Example:** listening to music while reading notes from class
  - Other times, focusing on a single task may be more beneficial.
    - **Example:** studying for a large test or working on an important project with a group
  - Some things deserve undivided attention. **What is an example of something you think deserves your undivided attention?**

## What are some examples of time management tools?



- Keeping a calendar
- Creating a to-do list
- Setting reminders in your phone or on your home computer
- Having a parent or guardian help you create a family calendar that everyone can use

## Procrastination

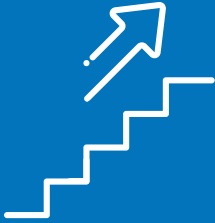


- What is your definition of **procrastination**?

- Procrastination is the habit of waiting to do a task until the last minute. How would this negatively affect time management?

- One person's procrastination can also affect other people.
  - **Example:** Waiting until the last minute to tell your parents that you have to take snacks to class tomorrow. Your parents then have to plan a trip to the store, find the extra money, and perhaps move around other things already planned in their evening to accommodate this last-minute duty.
  - **Example:** You wait until the last minute to do your part in a group project. This could cause your teammates to have to alter things in their part of the project that they already assumed was done.
  - Both of these examples are not fair to the other people around you.
- Do you procrastinate? If so, what is one thing you can do to improve on this?

## NEXT STEPS



- Use the time management worksheet to plan out upcoming activities. Share your worksheet with a parent or trusted adult to get their input!
- Print off and use the folder labels provided on the #FutureReady webpage to help you organize your school work.

#FUTUREREADY

