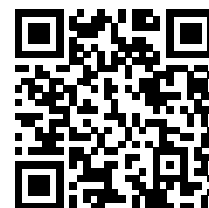


name: _____

class: _____

date: _____

Time Management



Time management is a crucial skill for young people, especially those juggling school, _____, and social life. Imagine waking up and knowing exactly what you need to do. First, you create a _____ for the day. This might include schoolwork, time for hobbies, and hanging out with friends. Prioritizing tasks is _____. For instance, completing homework before playing video games ensures _____ are handled first.

Good time management also involves setting specific _____. Goals can be short-term, like finishing a math assignment, or long-term, like improving your _____ over the semester. Breaking down big tasks into smaller, manageable _____ can make them less overwhelming. For example, instead of thinking about an entire _____, focus on completing one part at a time.

Allocating a set amount of time for each task helps too. This is where a _____ can be useful. It keeps you on track and prevents spending too much time on one _____. Don't forget to include breaks! Short breaks after focused work periods can boost your _____ and concentration.

Another important aspect is learning to say _____. It's okay to turn down activities that don't fit into your schedule or distract from your _____.

Remember, managing your time well isn't just about doing more; it's about doing what's most _____ efficiently.

Lastly, reviewing your day and adjusting your plan as needed is essential.

_____ on what worked and what didn't. Maybe you need more _____ for math or less time on social media. Adjusting your _____ regularly helps you become more efficient and successful in managing your time.

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