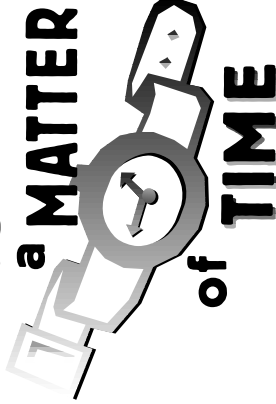


# It's Just a MATTER of TIME



## STEPS IN TIME:

1. There are \_\_\_\_\_ hours in a day and night.
2. There are \_\_\_\_\_ days in a week.
3. Multiply these two numbers to find the hours in a week. \_\_\_\_\_

Activity	Hours per Day	Hours per Week
School		
Travel to and from School		
Meals		
Sleeping		
Homework		
Chores		
Sports		
<b>TOTAL</b>		

4. The answer for question 3 is 168 hours. Complete the chart on panel 2 to find out what you are doing with all of this time. You can write your own activities in the blanks in the first column.
5. Subtract your weekly total from 168 to find out how much time you lose track of every week.

My lost hours: \_\_\_\_\_.

### Now, rate your use of time:

- poor       fair  
 good       very good

### Next Stop: GOAL SETTING...

Now is the time to decide what you want to do with some of that lost time. Learn the flute? Join Little League? Help more around the house? Get better grades? Begin by writing out your goals and then revisit them again in about six weeks.

**Short-Term Goals**

Date: \_\_\_\_\_

1. \_\_\_\_\_ Target Date: \_\_\_\_\_

2. \_\_\_\_\_ Target Date: \_\_\_\_\_

3. \_\_\_\_\_ Target Date: \_\_\_\_\_

4. \_\_\_\_\_ Target Date: \_\_\_\_\_

**Long-Term Goals**

Date: \_\_\_\_\_

1. \_\_\_\_\_ Target Date: \_\_\_\_\_

2. \_\_\_\_\_ Target Date: \_\_\_\_\_

3. \_\_\_\_\_ Target Date: \_\_\_\_\_

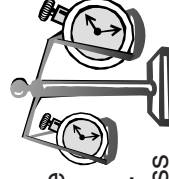
4. \_\_\_\_\_ Target Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Time is the most valuable thing a person can spend.**  
—Unknown

### TIME CONTROL TIPS

- ◆ Make a schedule for yourself, finding time for family, friends, schoolwork, and recreational activities. (See back panels 5 and 6.)
- ◆ In your schedule, set aside a special hour for doing homework—about an hour every day—and stick to it!
- ◆ Work in a quiet, well-lit study spot, keeping the television and radio off until your work is done. All that noise means less work and more time wasted.
- ◆ Have plenty of paper, sharpened pencils, erasers, and other tools on hand, so you don't have to keep getting up and down for supplies. That wastes time, too!



- ◆ You might want to start with your most difficult assignment. That way, as you grow tired, the “hard stuff” is done.
- ◆ Finish one assignment before you start the next.
- ◆ Take a short break between assignments, like eating a healthy snack, calling a friend, or watching a favorite TV show.
- ◆ Set goals and update them often. Don't forget to do schoolwork on the weekends, too. Use that time to get caught up, review, or even get ahead, saving you time during the next week.
- ◆ Make a TO DO list, writing down all your homework, chores, activities, etc. for the day. Then cross off each item as you complete it.

- ◆ Go to bed at about the same time every night—and take the time to read every night, even if it's only for 10 minutes.

**WEEKLY SCHEDULE**

Fill in the blanks with all the things you have to do, like school and sports. Then fill in the days and times when you want to add other activities and also do your homework—including weekends!

*Whatever happens tomorrow, depends on today.*

—Unknown

*Time is opportunity flying by.*

—April Hunsberger

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Morning							
Midday							
Late Afternoon							
Evening							

# Time Management TIPS



*There's always enough time, as long as you plan your time.*  
—Carol Jose!