



# MANAGING TIME

Weaknesses in executive function make it difficult for some students to manage time, and this can be frustrating. Many students do the required work, but forget due dates or spend more time on tasks than planned. Helping students manage their time teaches them the importance of goal-setting and accountability, thereby fostering independence. It is a long and often difficult process, as it requires the student to understand how he or she uses time and then to see how it can be used more efficiently.

The organizers that follow this discussion can help you create a system for your students that will develop their time management skills. The system works best when skills taught in the classroom are reinforced by parents or guardians at home.

## Task Analysis and Time Estimation

To plan effectively for both long- and short-term projects, students must be able to recognize how they spend their time, estimate the time they'll need for a particular task, and compare their estimate to the actual time they spend. Two organizers are useful for this process.

### *Organizers*

- ☑ The ***Task Analysis and Time Estimation Sheet*** is most appropriate for middle and high school students. It asks them to estimate how long they think it will take to complete a given task and then to monitor their actual time. It also requires students to identify all the steps to complete the assignment; this breakdown helps students envision the process and estimate time more accurately.
- ☑ The ***Study Time Analysis*** is most appropriate for high school students. It calls on students to think about the grades they want in their classes and how much time they will need to invest to earn those grades. The organizer also asks students to calculate how much study time they have available during the day.



## Strategic Calendar System

Once students figure out how long it will take to achieve a goal, they benefit from expressing their understanding visually. Calendars and agendas are effective visual aids for students to plan their time for both long- and short-term projects.

Middle and high school students can implement a Strategic Calendar System to plan for extracurricular activities, unit tests or exams, and long-term projects and papers. This system begins with a monthly calendar that is used in conjunction with other time-management organizers such as homework assignment sheets and daily schedules and task lists.

### *Organizers*

- ☑ The ***Monthly Calendar for Strategic Calendar System*** (vertical format).
- ☑ The ***Monthly Calendar for Strategic Calendar System*** (horizontal format).

## Daily Schedule and Task Lists for Short-Term Planning

Students can accomplish daily tasks — such as completing homework, going to soccer practice, and cleaning their rooms — much more independently when they use organizers to guide their planning and activity.

### *Organizers*

- ☑ The ***Daily Homework Assignment Sheet*** is a structured worksheet for middle and high school students to record their homework assignments every day. In addition to providing space for students to describe each assignment, it prompts students to check off finished work (whether completed in school or at home) and note when they are not given homework. Documenting homework at this level helps students remember what to do once they're home. Finally, this worksheet can reinforce time estimation skills.
- ☑ The ***Weekly Homework Assignment Sheets*** are a less structured approach for middle and high school students to record a week's



worth of assignments. It also helps students keep track of the work they've finished and which assignments require more time.

- ☑ The ***Daily Planning Page for After School Time*** is for middle and high school students to plan their afternoons and evenings once they leave school. Their use of time becomes visible when they write down commitments as well as identify free time for watching TV or visiting with friends.
- ☑ The ***Combined Daily Schedule and Task List*** asks middle and high school students to identify what they hope to accomplish and to plan their time. They can schedule daily routines, such as personal hygiene and eating, as well as extracurricular activities and homework.



### Task Analysis and Time Estimation Sheet

Task \_\_\_\_\_

Estimated time to complete	→	
Actual time to complete	→	
Difference between estimate and actual	→	

#### Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## Study Time Analysis

**Step #1:** How much time do you think it will take you to complete your work successfully? Write your answers below.

Name of Course		Hours Needed Each Week
1.		
2.		
3.		
4.		
5.		
6.		

**Step #2:** Calculate the time you spend on each activity listed below to see how much committed time you have each week.

Activity	Hours/Day	Hours/Week
Sleep		
Breakfast		
Lunch		
Dinner		
Part- or full-time job		
Time in class		
Transportation time		
Personal care (dressing, showering, etc.)		
Household responsibilities		
Sports or other extracurricular activities		

**Total time committed each week** \_\_\_\_\_

**Step #3:** Calculate how many actual study hours you have available in a week.

168	Hours in a week
- _____	Hours committed
_____	Hours available

**Estimated hours needed for study** \_\_\_\_\_

**Actual study hours available** \_\_\_\_\_