

# Manage Your Time



## **Tool Kit**

Take Control of  
Your Time



*Lively Minds Institute*

# Take Control of Your Time

Managing your time well will help you keep track of your assignments, prepare better for projects and tests, and meet due dates. And it will actually give you more free time for all of the activities you enjoy the most.

Use the following pages to help you get in the habit of setting goals, creating plans, and prioritizing. Notice which parts are difficult for you and which parts are easy. Practice each week until it becomes natural for you to begin managing your time.



# Set Goals

One goal I want to accomplish this week:

- How much time do I need to accomplish my goal?
- What Materials do I need to accomplish my goal?
- What steps do I need to take to accomplish my goal?

	<b>Est. Time Needed</b>	<b>Completed</b>
<b>Step 1:</b>	_____	<input type="checkbox"/>
<b>Step 2:</b>	_____	<input type="checkbox"/>
<b>Step 3:</b>	_____	<input type="checkbox"/>
<b>Step 4:</b>	_____	<input type="checkbox"/>
<b>Step 5:</b>	_____	<input type="checkbox"/>
<b>Step 6:</b>	_____	<input type="checkbox"/>

# Make a Plan

Use this planning sheet to keep track of your assignments, projects, and tasks for the upcoming week.

<b>Monday</b> Due:       Tasks:	<b>Tuesday</b> Due:       Tasks:	<b>Wednesday</b> Due:       Tasks:
<b>Thursday</b> Due:       Tasks:	<b>Friday</b> Due:       Tasks:	<b>Weekend</b> Due:       Tasks:

# Prioritize

Use the checklist below to help you prioritize your tasks from your weekly plan.

- Make a list of all of your tasks.**
- Write due dates next to each task.**
- Find the task that is due first and put a star next to it.**
- Find the tasks that will take multiple steps and circle them.**
- Find the tasks that need to be completed before another can be started and underline them.**
- Rank the tasks. Start with the starred one. Then rank the circled and underlined tasks so that each one can be completed by the due date.**