

A Kids' Guide to Learning about.....

Time Management



What *IS* Time Management?

It is a THINKING skill that helps you.....

Complete assignments, jobs and chores on time.

Plan your day



Plan out things you need to do



Make a smart guess about how long it will take you to do something



Time Management can *HELP* you....

Follow step-by-step directions



Turn in your homework in time



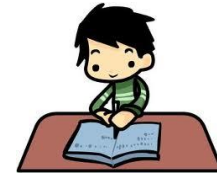
Not waste time when you are doing schoolwork or chores – so you have more free time!



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Examples of Using Time Management at *SCHOOL*....

Doing a writing assignment during Writer's Workshop



Getting your morning jobs done when you get to school

Eating your lunch during the lunch period

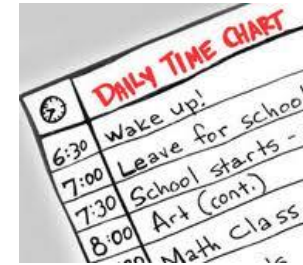


Getting started on your math assignment



Examples of Using Time Management at *HOME*....

Getting ready to leave for school in the morning



Getting your homework done after school



Doing chores or cleaning up at home



NAME: _____

A Kids' Guide to Learning about.....

Time Management



What *IS* Time Management?

It is a _____ skill that helps you.....

Complete _____, jobs and _____ on time.

_____ your day



A hand-drawn calendar for the month of September. The calendar is a grid with days of the week labeled at the bottom: SUN, MON, TUES, WED, THURS, FRI, SAT. The days are filled with various tasks and events: 'STUDY' is written in the center, 'FINN DAY' is on Friday, 'DAY OFF' is on Saturday, 'HELP PLAN' is on Sunday, 'HELP PLAN' is on Monday, 'HELP PLAN' is on Tuesday, 'HELP PLAN' is on Wednesday, 'HELP PLAN' is on Thursday, 'HELP PLAN' is on Friday, 'HELP PLAN' is on Saturday, 'HELP PLAN' is on Sunday. There are also drawings of a sun, a heart, and a person.

Plan out things you need _____



TO DO:
Make a
To-Do List!

Make a smart _____ about how long it will take you to do something



Time Management can *HELP* you....

Follow _____



Turn in your _____ on time



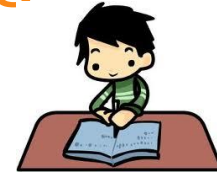
Not _____ when you are
doing _____ or _____ – so
you
have more free time!



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Examples of Using Time Management at *SCHOOL*....

Doing a _____ during Writer's Workshop



Getting your _____ done when you get to school

_____ during the lunch period



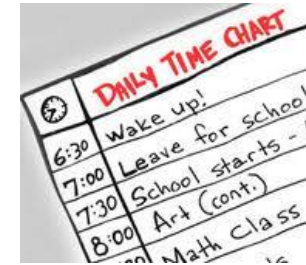
Getting started on your _____



assignment

Examples of Using Time Management at *HOME*....

Getting ready to _____
_____ in the morning



Getting your _____ done after school



Doing _____ or cleaning up at home

