



Big Brothers Big Sisters

Time Management Tips

1. Make a "To Do" List Every Day.

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

2. Use Spare Minutes Wisely.

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

3. It's Okay to Say "No."

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

4. Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

5. Review Your Notes Every Day.

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

6. Get a Good Night's Sleep.

Running on empty makes the day seem longer and your tasks seem more difficult.

7. Communicate Your Schedule to Others.

If phone calls are proving to be a distraction, tell your friends that you take social calls from 7:00 to 8:00 p.m. It may sound silly, but it helps.

8. Become a master of your time.

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

9. Don't Waste Time Worrying.

Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.

10. Don't Push Yourself Way Too Much.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Match Activity Guide:

First start by creating a list as stated in the first tip of your “to-dos” for today, this week or this month. Put the most important things at the top of this list. It could be homework assignments, studying for a test at school or a driver’s test to get your license.

1. *Example: Studying for biology midterm. **Test:** Friday **Time:** 4.5 hours **Study:** Mon, Wed, Thurs 7-8:30pm*
2. *Example: Math homework assignment. **Due:** Tuesday **Time:** 1 hour **When:** Monday 6-7:00pm*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Now that you have your list of “to-dos” think about how much time it will take to check each of them off your list. For example, you might need to study for your big exam this week multiple hours on different nights where your homework due tomorrow will only take an hour that night.

Using a planner or calendar, write out when you plan to complete these tasks. See examples above.

Talk with your Big about things that always seem to take up your time and prevents you from getting things checked off your list. For example, do you spend hours every night on the phone with a friend or play video games? How can you work around these distractions? Discuss your ideas with your Big.

Bigs, share with your Little the ways in which you manage your time at work and at home. Talk about things you may have tried in the past that worked well and things that didn’t work for you.