Take your time!

Time management is the process of organizing and planning how much you spend on specific activities. Activities also have an order based on importance. Some things may be: important and urgent (e.g. Reviewing for a test that is tomorrow), important but not urgent (e.g. Needing to practice for the recital next month), not important but urgent (Having your mom call and saying “ride the bus home instead of staying for practice), and not important and not urgent (binge watching tv)

Instructions: Rank the statements below based on the following:

A - Important and urgent; B - Important but not urgent; C - Not important but urgent; D - Not important, not urgent

1. ____ I have a scheduled doctor’s appointment and I’ll be missing a day school.
2. ____ Caller number 95 will win tickets to the Drake concert.
3. ____ I have band practice three times a week.
4. ____ 5 minutes of BuzzFeed Videos turns into 2 hours of every blog videos on YouTube.
5. ____ Let me take a selfie. Or 10!
6. ____ The history midterm is tomorrow, and I totally need to start studying.
7. ____ “Modern Family” marathon on Netflix.
8. ____ I have a science project that’s due at the end of the unit.
9. ____ I have tutorial on Thursdays.
10. ____ My friend just texted me that everyone is meeting at the courtyard after school.
11. ____ “Emergency” National Honor Society meeting.
12. ____ Time for Call of Duty or Candy Crush Saga or both

A calendar is a great tool to help you prioritize and manage your time. At a month’s glance, you can track and plan activities far ahead. A week’s view gives you a detail breakdown of your day. These two templates are examples of calendar planning tools.

Instructions: Using your current schedule of activities, practice filling a month’s and week’s view. Then circle things that are both important and urgent, and underline things that are important but not urgent.