

Time Management & Organizational Skills

How to Improve Time Management and Organizational Skills

Analyze how you currently use your time:

1. When and where do you study?
2. How often do you study?
3. How much time do you waste and how much time do you use wisely?
4. How do you rate the quality of your study time?
5. What excuses do you use regularly?
6. What are your priorities?

Make a schedule considering:

1. In-class time
2. Work hours
3. Meals
4. Sleep
5. Classes outside school
6. Family activities
7. Blocks of study time
8. Family time
9. Recreation time
10. Etc.

Organizing your assignments:

1. Use a homework log or assignment sheet make this your first page
2. Use a planner keep it handy and keep track of it
3. Use index cards have them handy for review during free time
4. Use a calendar keep track of due dates.

****Make sure you give yourself enough time to complete the assignment before the due date & follow instructions needed to complete the assignment.**

Post a schedule with consideration to your assignments:

1. Keep a calendar
 - a. In your notebook
 - b. On a bulletin board or wall in your room
 - c. On the refrigerator
2. Maintain a daily to-do list.
3. Write what you need to accomplish each day.
4. Assign a priority number for each of the items, so that you take care of the more important items first.
5. Cross off each item as you complete the task.

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Tips for to-do list:

1. Prepare the list each evening for the following day.
2. Keep this list close to you for easy reference
3. Be realistic; otherwise, you will begin to ignore the list since the to-do list was too demanding.
4. Always ask yourself:
 - a. What do I have to do by tomorrow?
 - b. How can I best use my time at this point in the day?
5. Put items that were not completed from today's list on tomorrow's list.
6. Estimate the amount of time needed realistically to complete each task.

Be your number one cheerleader:

1. Put forth the effort to follow through with the schedule you have designed.
2. Try out a schedule for at least a week before making modifications.
3. Adjust your schedule to fit your needs.

Before you leave school ask yourself:

1. Do I understand all of my assignments and due dates?
2. Do I have all necessary books, notebooks, materials and supplies?

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USE:

- 3 ring binder
- Highlighters
- Dictionary
- Small ruler
- Use dividers and label them
- Notes
- Homework
- Math handouts
- Tests
- Homework
- Etc.

For better use of your time:

A. Know when you study best:

1. Are you a morning or night person?
2. When are you most productive, awake and alert?
3. Do you let everyone know when it is your time to study so that you will not be disturbed?
4. Have you formed a habit of studying at the same time each day?

B. Know where you study best.

1. Consider these distractions:
 - a. T.V.
 - b. Talking
 - c. Windows
 - d. Music (Some genres of music will distract you;

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A. Create a good study environment. It should be:

1. Comfortable, but not too comfortable (to keep you from falling asleep)
2. Ventilated
3. Quiet
4. Away from things that distract you
5. Well-lighted

B. Use the same place as often as possible.

This allows you to:

1. Make it a habit.
2. Keep study tools on hand.

P.S. Remember how you use your time is up to you. Unless you decide to manage your time it will never happen. Good luck.