



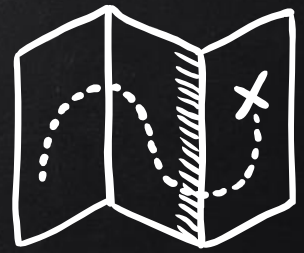
TIME MANAGEMENT



SDOC4E

ENROLL • ENLIST • EMPLOY • EXPLORE

TODAY'S LEARNING TARGET



- X IDENTIFY THINGS YOU CAN DO TO HELP YOU PREPARE FOR YOUR FUTURE TODAY
- X EXPLAIN WHY TIME MANAGEMENT IS IMPORTANT IN SCHOOL AND ON THE JOB
- X EXPLORE WAYS TO IMPROVE TIME MANAGEMENT
- X INVESTIGATE HOW TIME MANAGEMENT IS IMPORTANT FOR A CAREER OF INTEREST
- X IDENTIFY TIME MANAGEMENT STRATEGIES TO ACHIEVE A HEALTHY SCHOOL/LIFE BALANCE



EXPLORING YOUR NEXT STEPS

FIND THIS GUIDE...

- X ON THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA

6th-8th Grade Planning

- ☐ Share your goals with your School Counselor to help get you into the right courses for your future. Enroll in challenging courses in line with your goals and interests. (Remember, high school credit classes start your college application!)
- ☐ Complete lessons and activities on Xello to explore careers aligned with your interests. Save at least 3 careers to discuss with your School Counselor.
- ☐ Practice organizational skills - keep a planner to track homework assignments, upcoming tests, and sports/activities. Good organizational habits will help you succeed in many areas!
- ☐ Do your best in your classes and on standardized tests to have the most options for high school and beyond. If you are having difficulty, don't give up. Get help from a teacher, tutor, or mentor.
- ☐ Explore and engage in after-school activities in line with your interests.
- ☐ Attend school events to learn more about your options in middle school, high school, and beyond. You never know where your journey might take you!
- ☐ Start researching high schools and programs that fit your interests and goals. Options include your zoned school, IB programs, NeoCity Academy, Osceola County School for the Arts, and Professional and Technical High School. You can get more information from your School Counselor.
- ☐ The skills and study habits you're learning today will prepare you for high school, college and life. Ask your teacher or School Counselor for study tips and any help you might need!

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

TIME MANAGEMENT SELF-ASSESSMENT

- THE ASSESSMENT WILL GIVE YOU A BETTER UNDERSTANDING OF YOUR CURRENT TIME MANAGEMENT SKILLS AND IDENTIFY AREAS TO IMPROVE UPON.
- DIRECTIONS:
 - FOR EACH STATEMENT, IDENTIFY THE RATING THAT BEST DESCRIBES YOU.
 - ANSWER THE QUESTIONS AS YOU ACTUALLY ARE, RATHER THAN HOW YOU THINK YOU SHOULD BE, AND DON'T WORRY IF SOME OF THE QUESTIONS SEEM TO SCORE IN THE "WRONG DIRECTION."
 - WHEN YOU'RE FINISHED, CALCULATE YOUR TOTAL AT THE BOTTOM OF THE TEST.
 - READ THE DESCRIPTION ASSOCIATED WITH YOUR POINT TOTAL.

TIME MANAGEMENT SELF-ASSESSMENT

- FIND A PARTNER
- DID YOU AGREE WITH THE DESCRIPTION YOU REVIEWED? WHY OR WHY NOT?





CLASSLINK

Find and open Xello

CLICK GET STARTED TO BEGIN!

Hey Danielle!

0%

Core lessons

Grade
7



Time Management

Get started



Learning Styles

0%



Explore Career Matches

0%



Skills

0%



About me

Matchmaker

Personality Style

Mission Complete

Learning Style



Explore options

Careers

Schools

Majors & programs

Apprenticeship

Opportunities

Saved options



Goals & Plans

My goals and plans

College Planning

Portfolios **New**

Showcase your skills, creativity, and learning with portfolios.

View portfolios



Surveys

TIME MANAGEMENT

TIME MANAGEMENT

Tame the clock

⌚ Time estimate: 20 to 30 minutes

In this lesson:

- Wants and Needs
- Time Tracker
- Time Tracker Debrief
- Time Management Skills
- Career Exploration
- Time Savers

1.

How to manage your time and make the most of each day

Get Started

Wants and Needs

You get 24 hours every day. Where does your time go? You need to do tasks like eat, sleep, and go to school. You probably want to squeeze in fun, sports, friends, hobbies, and much more.

It's tough to fit it all in! It's a good idea to try to think about doing the "need to" tasks before you get to the "want to" tasks. Can you tell the difference between wants and needs?

Choose whether each activity is more of a want or a need.

Start Activity

2.

Remember, your teachers AND counselor can review your answers!

Time Tracker

Do you know the expression "time flies"? You know how it is: you're playing video games or chilling with friends and you lose track of time. Suddenly, you're scrambling to study for a big math test.

You can make the most of each day's 24 hours with a time budget! Add up the time you spend on everything you need and want to do. You may have to adjust the time for certain activities if you run out of hours. Ready to track your time?

Budget the hours for all of your activities in a typical school day.

Start Activity

1.



You've got 24 hours in a day!

Adjust the time you spend on each activity:

	0	12	24
Need To Do			
Sleep	0	00	
Eat	0	00	
Go to school	0	00	
Studying	0	00	
Shower or bath	0	00	
Chores	0	00	
Want To Do			
Play video games	0	00	
Read a book or online	0	00	
Play sports	0	00	
Watch TV or Netflix	0	00	

Total Remaining Time: 24 h 00 min (24h)



Time Tracker Debrief

You did an awesome job of tracking where your hours go in a day! Here's your chance to think a little about the results.

Did you have time to fit in all of your needs? Did you have to adjust the time or remove some of your activities as you set priorities for your day?

Reflect on the results of the time budget you set for yourself.

Start Activity

2.



Answer the two prompts...

What surprises you about how you spent the 24 hours in your time budget?

Add your thoughts here to continue

TIME MANAGEMENT SKILLS

Time Management Skills

Want to manage your time better? There are lots of strategies you can try out! You could:

- Use a planning tool like a calendar or planning app
- Eliminate distractions when you're doing a task
- Focus on 1 task at a time
- Set daily goals

Each of these strategies relies on certain skills. Ready to identify some key time management skills?

Pick out the skills Wei and his friends are using to manage their time.

Start Activity

Choose the skill Wei is using when he:

Ignores his friends' texts while he does his homework



Wei: "I always turn my phone off when I'm doing schoolwork. It's just too distracting!"

✓ Good call!



Self Control



Observing Things



Communicating



Detail-oriented

[Show examples of these skills](#)



Career Exploration

You've looked at some time management skills, and thought about how you budget your time. Now it's time to look at a career that interests you!

No matter what career you go into, you'll need to manage your time effectively on the job. What skills will you use in the workplace to manage your time and get your job done?

Identify the time management skills you could use to do the daily tasks for a career you like.

[Start Activity](#)

Time Savers

Do you ever put off doing boring or hard tasks? Maybe you find it tough to finish your homework or chores on time. Or, you don't start big projects until the last possible minute. This is called **procrastination**, and it's a pretty common problem.

But you can kick those habits that waste your time. Planning out your time and setting goals can help. Any procrastinator can become a time saver!

Pick the option that helps you spend your time wisely in each situation.

Start Activity

YOU HAVE FINISHED THE LESSON WHEN YOU REACH THIS PAGE!

100%

TIME MANAGEMENT

Done

You did it! Managing your time is a skill that you can keep building your whole life. It can benefit you at school and at home right now, and when you enter a career someday.

Here are some ways you can keep working on your time management skills:

- Record tasks and events in a calendar
- Set daily goals for yourself and celebrate when you achieve them
- Prioritize your most important tasks, like studying for a test or doing homework
- Try to stay focused on finishing 1 task at a time

Keep track of how you spend and save your time!
You'll be able to do more with every 24 hours you get.



Congratulations!

You've finished the **Time Management** lesson.

Done

YOU KNOW YOU'RE DONE WHEN YOU SEE THE GREEN CHECKMARK.


FUTURE OF WORK
FLORIDA

Home ▾ About Me ▾ Explore ▾ Plans ▾

Hey Danielle!


25% **Core lessons** ▾


Grade 7





Learning Styles

[Get started](#)

 Explore Career Matches 0%

 Skills 0%

 Time Management 


[View all lessons](#)


About me

Explore options

Goals & Plans

[Matchmaker](#)

[Personality Style](#) 

[Mission Complete](#) 

[Learning Style](#)

[Careers](#)

[Schools](#)

[Majors & programs](#)

[Apprenticeship](#)

[Opportunities](#)

[Saved options](#)



[My goals and plans](#)

[College Planning](#)

Portfolios Now

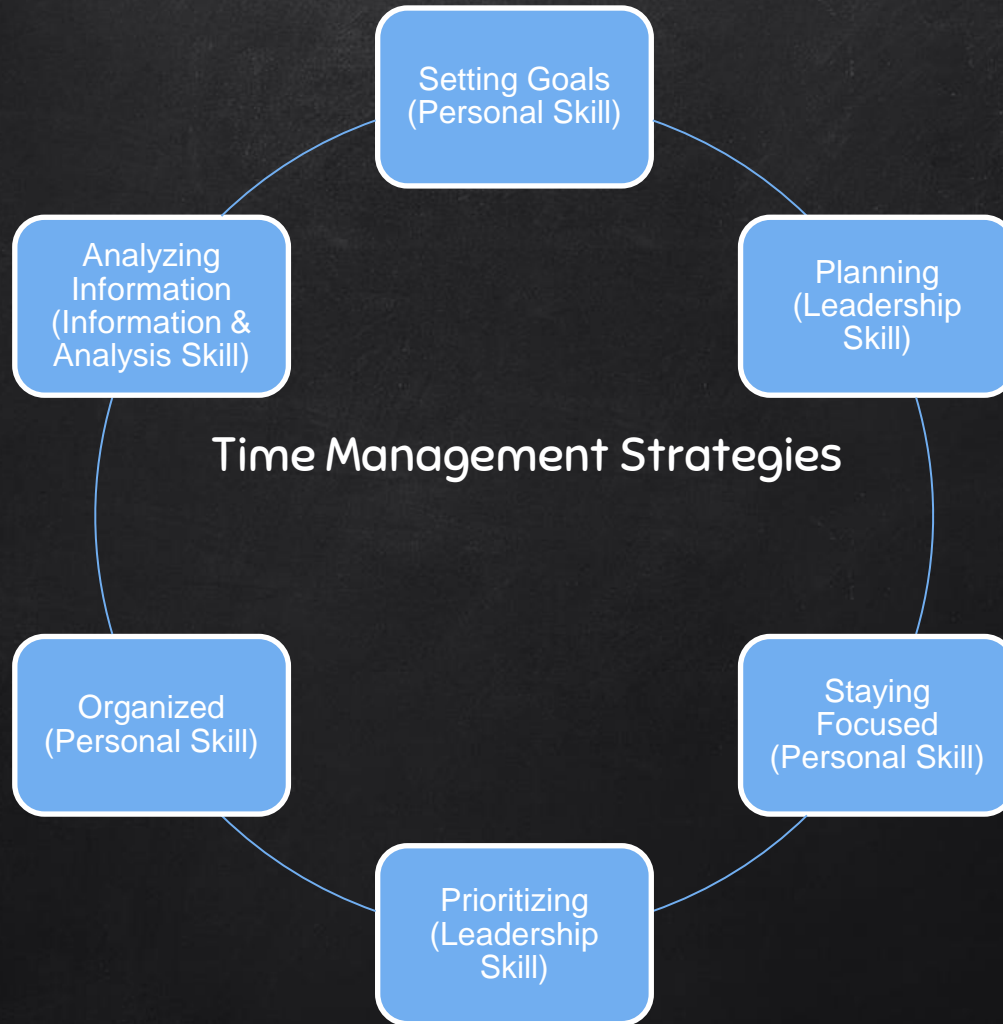
Showcase your skills, creativity, and learning with portfolios.

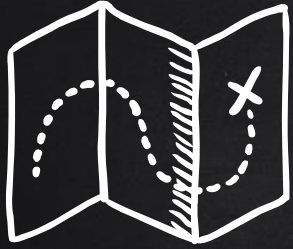
[View portfolios](#)

Surveys

No surveys to take yet!





THE KEY IS NOT TO

PRIORITIZE WHAT IS ON YOUR

SCHEDULE, BUT TO SCHEDULE

YOUR PRIORITIES.

—STEPHEN COVEY