
Top Ten Time Management Tips for Teens

1 Make a “to do” list every day.

Use your school agenda planner. Take a look at your week. Make a list of things that are most important at the top, then write them into your agenda so that you get them done. Don't forget to reward yourself when you get things done.

2 Difficult First.

Start with the most difficult part of a task or assignment, then the worst part is done with.

3 Use Spare Minutes Wisely.

For example, if you ride public transportation to school, this can be a good time to study or read over notes from the day before.

4 Review Your Notes Every Day.

If you do review your notes daily, you will need less time to study later on; also, you will be prepared if the teacher asks you a question.

5 It's OK to say “no”.

If you are asked to babysit at the last minute but have an assignment due the next day, then perhaps a friend can step in for you.

6 Find Out When You Work Best.

Some people are “morning people” and other's brains work better later in the evening. What is your style?

7 Get a Good Night's Sleep.

Teens need at least 9 to 11 hours of sleep every night. If you are not getting enough sleep, your brain likely won't work very well.

8 Let Others Know When You Are Busy.

If phone calls or text messages are proving to be a distraction, tell your friends that you take social calls from 7-8 PM. This may seem silly, but it helps.

9 Control Your Time.

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

10 Do Not Waste Time Agonizing.

Have you ever wasted an entire evening by worrying about something that you were supposed to be doing? Was it worth it? If things get really difficult you may need to ask for help (friend, parent or one of your teachers), but stop agonizing and procrastinating, just do it!

Time Management Tool

Do you currently know what you do with all the time in your day?

Using the form add up the number from your *Daily Schedule Record*

	Day 1	Day 2	Day 3	Day 4	Day 5
How many hours a day did you:	_____	_____	_____	_____	_____
	(date)	(date)	(date)	(date)	(date)
Sleep (include naps)?					
Spend in school?					
Study or do homework?					
Watch TV/play videogames, etc.					
Spend online on your computer?					
Talk on phone, social media, or text message?					
Work at a job?					
Commute to/from school (and work if you have a job)?					
Participate in extracurricular activities (ex. Sports)?					
Prepare and eat meals?					
Socializing/going out with friends/family?					
Other					
Total Hours					
Hours not accounted for (24 hrs./day minus total hours above)					

Daily Schedule Record

Name: _____ Day/Date: _____

6:00 – 7:00 am	
7:00 – 8:00 am	
8:00 – 9:00 am	
9:00 – 10:00 am	
10:00 – 11: 00 am	
11:00 – 12:00 noon	
12:00 – 1:00 pm	
1:00 – 2:00 pm	
2:00 – 3:00 pm	
3:00 – 4:00 pm	
4:00 – 5:00 pm	
5:00 -6:00 pm	
6:00-7:00 pm	
7:00-8:00 pm	
8:00 – 9:00 pm	
9:00 – 10:00 pm	
10:00 – 11:00 pm	
11:00 -12:00 midnight	