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## Time Management Tips

Quickly go over the material in this module with your mentee. Your goal here is to help your mentee identify time-wasters and the best times to study by creating a personalized schedule.

### 6 Time Management Tips

#### 1. Make a "to do" list every day

- Use a planner to keep your daily lists together
- Put the most important things at the top of the list and do them first
- Check off the tasks as you complete them

#### 2. Use spare minutes wisely

- Identify all the spare time you have—riding the bus, waiting for dinner
- Plan to use this "downtime" to finish short, easy tasks
- Use downtime as a cushion to get ahead of schedule

#### 3. Know that it's okay to say "no"

- If your boss asks you to work the night before the SAT, realize that it's okay to decline
- If you want to go to a party the night before a big test, ask yourself which is more important

#### 4. Get more bang for your buck

- Determine when you do your best work
- Schedule your homework accordingly
- Avoid studying late at night when you're tired

#### 5. Review your notes after each class

- Use downtime to review notes
- Use frequent reviews to avoid cramming
- Prepare for pop quizzes

#### 6. Nutrition and Sleep

- Eat a good breakfast
- Eat the right foods

From Take Stock in Children's [Toolkit](#), p. 75

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