



Time Management

Mental Health Matters

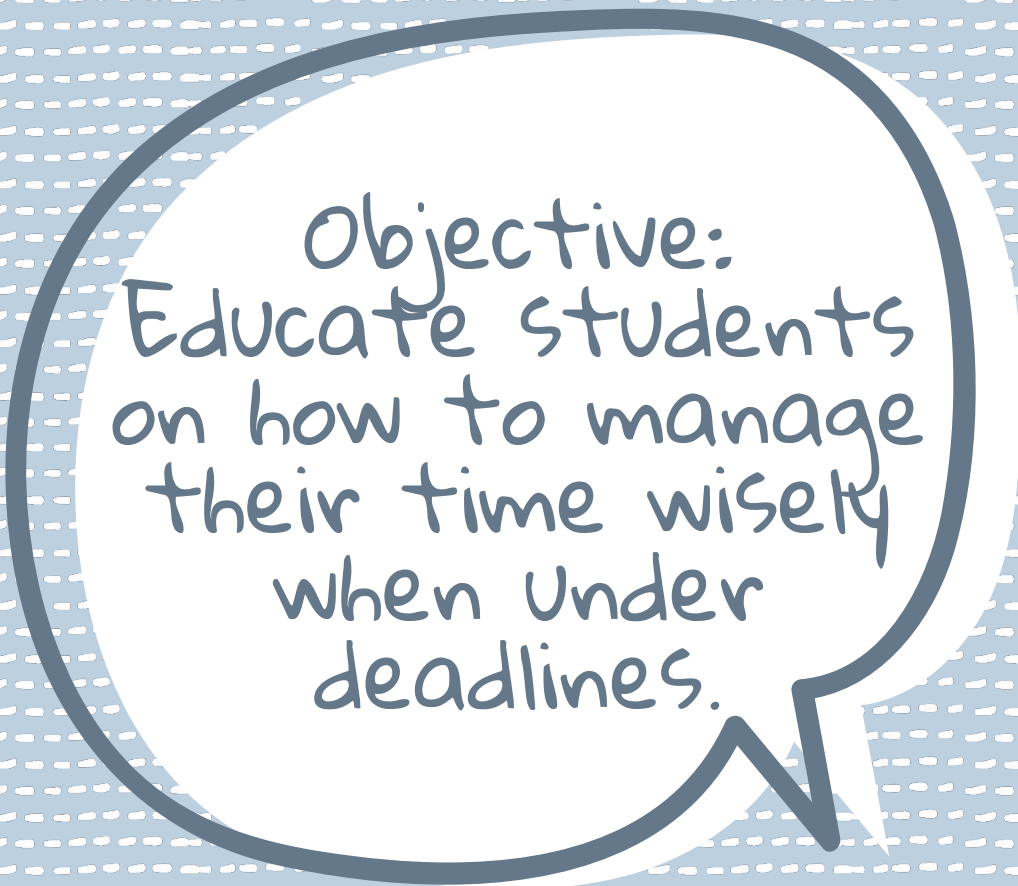
Before we start...



1. What are some time management strategies?

2. How can you strategize to make better use of your time while also taking care of yourself?

3. How does good time management impact our ability to help others and ourselves?



Objective:
Educate students
on how to manage
their time wisely
when under
deadlines.

What are some time management strategies?

A great time management strategy is to use a planner or other planning tool. You can use it to record all information and budget your time throughout the day. Keep lists and review your tool regularly.

Another strategy is to limit “time-wasters”. When completing a task put away your electronic devices to avoid distractions. Focus on one task and stick with it until you are finished. Schedule certain times of the day to check emails or meet with others.

Another strategy is to stay organized. It is proven that disorganization leads to poor time management because clutter has a negative impact on well-being. Organize your workspace by deciding what can be kept out, put away, thrown away or donated.

How can you strategize to make better use of your time while also taking care of yourself?

You must understand that humans are not perfect and often make mistakes. Don't be hard on yourself if something goes wrong.

When working on a long project, use a timer to give yourself a break or phone time. Every 20 minutes allow yourself 5 minutes away from your workspace.

Prioritize your mental and physical health. This is important because you will only do your best work if your mental and physical health are up to a high standard.


Schedule self care and relaxation into your schedule. This way you know you have time for yourself to do something that will benefit your well-being.

How does good time management impact our ability to help ourselves and others?

When you have good time management, personal focus and productivity increases. This allows greater opportunities and more time to spend on goals, projects or people that matter. You have more freedom to do things for your pleasure.

When you have positive time management it allows you to be more available for family and friends. You are able to develop stronger relationships and connections to those around you.





DISCUSSION:
What are the benefits of
using these strategies?

Time Tracking Sheet Activity

Fill out the YELLOW fields for your busiest term	
School Activities	Average Hours/Week
School days (5 days x 7 hours)	35
Homework: Nightly hours per course x # nights weekly x # courses	
Total School Hours:	
Extra-Curricular Activities	Average Hours/Week
Paid job	
Hobbies / Interests / Clubs	
Community service	
Sports	
Music / Performances	
Helping out at home (caring for a sibling or family member, chores, contributing to family income)	
Other obligations (driver's education, college applications, etc.)	
Total Extra-Curricular Hours	
Daily Living Activities	Average Hours/Week
Sleep (7 days x 9 hours recommended)	
Physical activity (1 hour recommended – don't include hours spent exercising for sports or PE if you've included them above)	
Necessities (eating, showering, etc.)	
Travel to/from school/home/other activities	
Family time	
Free time (friends, TV, etc.)	
Phone/social media	
Total Daily Living Hours	
TOTAL HOURS	
All Available Hours	168
(Subtract) Total School Hours	
(Subtract) Total Extra-Curricular Hours	
(Subtract) Daily Living Hours	
Total Available Hours	

To close...

1. Do you find these time management skills helpful?

2. Would you try these skills on your own time?