

## EXPERT TIPS

with MICHELLE  
DRAPER



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My agenda! I'm old school in this regard—I have a paper agenda which I write in and review every day. You can do this on your phone or online too. Having too many calendars can get you into trouble, so pick your favourite mode and then use it. At a point in each day when you feel you've given it your all, say out loud, "And that's enough for today!" My "To Do" list always has something on it, but I love crossing items off as they get done. It is so rewarding to see how much can be accomplished in one day or a week.

# CHECK THIS OUT

## S.M.A.R.T. Goals

They probably made a feature appearance in your CALM class, but making every goal you set S.M.A.R.T. is a super valuable way to identify how much time they'll need - and let you achieve them more easily.

Read more at: <https://www.mindtools.com/pages/article/smart-goals.htm/>

## Urgent-Important

That quadrant-based grid discussed in this brochure is partially credited to Dwight D. Eisenhower, 34th U.S. President. If it helped him run a country, it should definitely be able to help your studies!

Read more at: <https://jamesclear.com/eisenhower-box/>



"Time management is a skill you will work on for many years to come. You can always ask for help. Know that you've got this and I believe in you."

— Michelle Draper  
Board Chair, Edmonton Public Schools

# WELCOME *to* FINDING TIME

Everyone has the same 24 hours in their day - what matters is how you use them. It is important that you constantly reflect on your life, look at how you're spending your time, and ensure that you're meeting your personal needs, as well as accomplishing your goals. This brochure will walk you through some strategies you can use to better organize your schedule to make the most of your 24 hours.

- **Reflecting** on your current situation
- **Prioritizing** the items on your to-do list
- **Putting your plans to action**

STEP ONE

STEP TWO

STEP THREE

STEP FOUR

REFLECT

PRIORITIZE

IMPLEMENT

ACTION

Before you can change your habits, you **need to recognize** how you spend your time!

Keep Track of Your Day

Building awareness of how you spend your time each day is key. Take notes - physical or mental - on how you are using your time throughout the day. Keep track of your work time, your free time, as well as certain times that you may otherwise neglect such as your travel time, spares, or your lunch hour. There are probably more gaps throughout the day than you think. Consider how you can use these times to your advantage.

Making Use of Your Downtime

There are many different ways you can take advantage of small pockets of time in your day.

- Read on the bus
- Skim over important notes in between classes
- Study your cue cards at the bus stop
- If you get to school early, you can finish up homework before classes
- Ask a teacher about a confusing lesson at lunch rather than after school

When things come up on your to-do list, you need to know how to prioritize them. Categorizing items as **'urgent'** or **'important'** helps you organize your tasks.

Urgency

Urgent activities most often have deadlines or require immediate attention.

Importance

Important activities carry value and meaning to you. They usually involve achieving your personal goals.

	URGENT	NOT URGENT
IMPORTANT	<b>1. Do</b> ex. Essay due tomorrow	<b>2. Plan</b> ex. Working out
NOT IMPORTANT	<b>3. Delegate</b> ex. A long-term project	<b>4. Eliminate</b> ex. Bingeing Netflix (again)

Now that you've reflected on your habits and prioritized your tasks, the next step is building a schedule that works for you.

Block Out Time for Specific Activities

Start with major activities for your week and then fill in the gaps

Leave Some Time for Yourself

If you like to work out, build that into your schedule. Also, don't schedule things too late or too early - make sure you leave yourself time to get a good night's sleep.

Plan Ahead

Recognize that you need enough time to meet deadlines for school projects and assignments. Set yourself 'work time' to complete these assignments and to get other work done.

Continue to Reflect

Always look at how you're progressing and know that there is room for improvement.

To make these newfound skills stick, you need to **practice!**

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Here are three things I need to do:

1.

2.

3.

Now I'll input them into the **grid below!**

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		