Time Manager-Achieving Your Goals

Use this sheet daily to use your time efficiently!

Teach children time management skills by helping them fill out this sheet and track how they use their time: Help decide what needs to be done, avoid procrastination, stay on task and evaluate nightly; plan for tomorrow. Pick a "Power Work" time and set a place for harder tasks. Prepare a production "pile" (collect materials needed). Last, choose rewards for both short-term and long-term completions!

List priority/ importance of each; Give each a realistic time limit

# by priority	What Needs to be Done	Time it Will Take

Divide large projects into small steps

Project Name	Time it Will Take
Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	

Assign a time to do each thing; Strive for balance; Do most important things first

Daily Schedule		On Task?
6:00 AM		☐ Yep ☐ Nope
7:00 AM		☐ Yep ☐ Nope
8:00 AM		☐ Yep ☐ Nope
9:00 AM		☐ Yep ☐ Nope
10:00 AM		☐ Yep ☐ Nope
11:00 AM		☐ Yep ☐ Nope
Noon		☐ Yep ☐ Nope
1:00 PM		☐ Yep ☐ Nope
2:00 PM		☐ Yep ☐ Nope
3:00 PM		☐ Yep ☐ Nope
4:00 PM		☐ Yep ☐ Nope
5:00 PM		☐ Yep ☐ Nope
6:00 PM		☐ Yep ☐ Nope
7:00 PM		☐ Yep ☐ Nope
8:00 PM		☐ Yep ☐ Nope
9:00 PM		☐ Yep ☐ Nope
10:00 PM		☐ Yep ☐ Nope

Having trouble getting motivated? Try positive self-talk, exercise first to get better brain blood-flow, smile, push through your fear. Literally touch the materials. All else fails, just start the task for ten minutes.

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