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TIME MANAGEMENT TIPS FOR MIDDLE SCHOOL

- **ALWAYS** do homework the *day it is assigned* rather than the day before it's due

- Use the Homework Plan sheet to keep track of things you need to accomplish each day. To use this sheet effectively, it is important to adhere to the following guidelines:

  - ➢ Prioritize every activity on the list in order from most challenging / time consuming to easiest
  - ➢ Write each assignment in order, then estimate the amount of time it will take to fully complete that item on the list and write that in the "Time Estimated" column
  - ➢ Once you are sure you have included all of your work on the list, work from the top of the list down, highlighting each item as you complete it (only highlight it if it is fully completed)
  - ➢ As you work, set a timer and note the total time it took to complete that line item in the "Time Actual" column
  - ➢ Once you have finished an assignment, immediately put it in the proper notebook/binder in your backpack *before* moving on to the next item on the list
  - ➢ Use the same list from day to day
    - o If you don't complete all the items on your list before it's time to quit for the day, you have the next day to complete that assignment before it is due (which is the reason it is critical to do homework the day it is assigned, not the day before it is due)
    - o If there are item(s) remaining, they automatically become the top priority the next day as you will add that day's items in the next spaces (prioritizing those new items from hardest/most time consuming to easiest)

- Break tasks down into manageable units and do them one at a time

  - ➢ If you have a packet to do for a class that involves looking up information and/or reading from a textbook, break down the work into logical increments. For example, take a section (whether it be a certain number of pages or if it is by sub-topic), focus only on doing that section of the packet, and once completed, take a short break before beginning the next section.
  - ➢ Always break the task down completely before starting the task (if you'd like, list each work section out on your Homework Plan list)

- Homework is always completed before fun activities are allowed (video games, Netflix, etc.)

- Technology is "turned off" while working (phones go on airplane mode, no access to social media via computer)