

# It's About Time!

Jason W. Womack, MEd, MA, is a former high school & mentor teacher who now creates learning programs for adults.

## A lot to do? Start here...

Hey you...Do you have too much to do and not enough time to get it all done? Here are two specific ways to more effectively manage your time *AND* get more of the right things done.

Reading this once a day for the next 5 days, you just might find time to do what you **WANT** to do by finishing all you **HAVE** to do!

## Use this to design your own:

**Grab:** Find, Discover, Learn about

**Opportunities:** Chances, Ideas, Choices

**Accelerate:** Speed up, Simplify

**Learning:** Developing, Advancing, Growing

**Success:** Achievement, Celebration, Winning

## Every one of us gets 1440 minutes each and every day!

Does the number 1440 surprise you? If so, review the presentation on [www.SchoolGuides.org](http://www.SchoolGuides.org) "Where Does Your Time Go?" in the Time Management for Teens section. It will help you track just where your time goes!

What you *DO* in the 1440 minutes each day is called "Time Management." To be your best, to learn more, and do all the things you want to do, you need to manage **YOU** most effectively. What you *DO* with the time you have will shape the opportunities you have as well as influence the way you feel.

Here are two tips to get you going toward better Time Management for Teens.

### TIP #1:

One day this week, set up and follow a written schedule. The night before this experiment, write down hour-by-hour the next 24 hours on a piece of lined notebook paper. Then fill in what you plan to do. Include your wake up time, school, after-school sports and activities, homework, eating, socializing. For the entire day, from the time you get up in the morning until you go to sleep at night...plan it all! Remember to include getting ready for school; waiting for someone to pick you up, talking on the phone, playing...

Tracking your time this way may reveal important clues to how you work best. It may also show you the holes in your system, like if you don't know when all of your appointments are.

### TIP #2:

Fold that Daily Tracking Sheet you made in Tip 1 in half, and write down what you **ACTUALLY** did during those hours. Did your day go according to plan? After you fill in the sheet, compare what your plan with your actual experience.

It's important to note here that you are not supposed to **FEEL GOOD** (if you did everything according to your plan) or **FEEL BAD** (if you weren't able to do it all). The purpose of this exercise is **simply to inform you** of how your plan matches your experience. You may overestimate how much you can do on a school night or notice how much time you have waiting for other people. This is great information to adjust your schedule, so you feel in control of your time and can make the most of it. Use this information to go forward and plan for even more success.

The more informed you are, the more you will be able set, achieve and celebrate your goals. And, remember, setting goals means you are Grabbing Opportunities, Accelerating your Learning Success!

*"Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year - and underestimate what they can achieve in a decade!"*

~ Anthony Robbins