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## Time Management

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### Why is time management important?

It is essential to manage your time to complete the tasks you are responsible for (school, chores, work, social engagements, etc.) on time and productively. When you learn to manage your time well, you can have more time to do the things you enjoy, like spending time with family and friends while also having the satisfaction of doing an excellent job at work or school. People can count on you to complete your tasks on time, and you can reduce the burnout of procrastination on yourself.

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### TO COMPLETE

#### 1. Complete Time Management Quiz (Link Below)

This quiz can help you figure out how organized you might or might not be with your time now. It is always good to know where you can improve so you can actively change your habits.

[https://www.mindtools.com/pages/article/newHTE\\_88.htm](https://www.mindtools.com/pages/article/newHTE_88.htm)

**Answer the following questions based on your results.**

What category did you rate the highest, and what are you doing in this area to be successful?

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What category did you rate the lowest, and how can you improve in this area?

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#### 2. Find the best method for you to plan/organize time

The great thing about technology is that it has provided so many new options for people to track their time: phone planners, reminder lists, notes, calendars, or simply a conventional yearly paper planner. Whatever your preferred way of planning for upcoming events, homework, quizzes, projects, etc., there is an option out there for you. For this assignment, please complete one of the following:

- Turn in a photo, screenshot of your phone calendar, to-do list etc. of your weeks' time management planning.
- You can use the table provided if you prefer it.



Below is a completed weekly calendar, and a sample you can use if you choose to.

Day		Activity	Hours	Note
Monday	03/22/2021	Zoom meeting	12 PM	English class
Tuesday				
Wednesday	3/24/2021	Basketball Practice	2-3PM	At park
Thursday	3/25/2021	ILP Workshop	6:00-7:30PM	ZOOM
Friday				
Saturday	3/27/2021	ILP College Fair Event	10-12:30PM	ZOOM
Sunday	3/28/2021	Chores	2-3pm	

**YOU CAN USE THIS SAMPLE CHART TO FILL IN IF YOU CHOOSE TO**

Day		Activity	Hours	Note
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				