

Time Management

Try these tips for managing your time. When you're in control of your time, you reduce your stress level.

Top Five Tips for Schoolwork

1. Budget enough time. For each project you undertake, calculate how long it will take to complete. Tack on another 25% as a buffer against mistakes, interruptions, or unanticipated problems.
2. Set aside a time each day to study.
3. Study in blocks of one hour. Take a five-minute break between study blocks. Too much sitting can cause a loss of concentration.
4. Look over your notes every day. Even if you don't have homework or an upcoming exam, take five to ten minutes every day to look over your notes for each subject. This will help prevent having to cram before a test.
5. Write down assignments as soon as they are given.

Beating Procrastination

1. Do the worst thing first. Study for your hardest class or do a chore you dislike to get it out of the way.
2. Think small. Set up small goals. Need to clean your room? Focus on one bookshelf or one corner at a time. Reward yourself when you finish each goal.
3. Set a timer and work on a chore or task for just 10 or 15 minutes at a time.
4. Say, "I choose to," instead of, "I have to." We often rebel when we feel we "should" do something.
5. Jump in! Stop waiting for the right moment or talking about what you're going to do, and do it!

Getting Organized (Looking for things wastes time.)

1. Make your lunch, and set out your clothes and items needed for school the night before.
2. Clean out your locker every Friday. Take loose papers home to sort and organize.
3. Make a place for everything in your room. For example, keep loose school papers in a cardboard box.
4. Take a few minutes every day to straighten up your work space at home. Keep the supplies you need for studying on your desk.
5. Hang a clear, plastic shoe bag over your bedroom door, and use it to place little items that can end up as clutter.

Avoid Time Traps: **DON'T:**

- Overschedule your calendar.
- Commit to too many activities.
- Give up when you feel overwhelmed.
- Cut down on sleep to squeeze more into your day.

Teenagers need more sleep than adults because of their rapid growth and activity level. If teenagers do not have enough sleep, they can develop sleep deprivation, which can result in increases in inattentiveness, impulsiveness, substance abuse, obesity, and mental health problems.

Getting enough sleep and rest is a key component for your personal fitness and is crucial for success in life. Whether we are discussing proper sleep at night or proper rest in between workouts and individual sets, students must be aware of the benefits of rest and the problems that a lack of sleep and rest could create.

Check for Understanding

- Write out your schedule for this week. Include: class schedule, upcoming assignments, upcoming test, chores, workouts, work, social activities and sleep.

Mon:

Tues:

Wed:

Thu:

Fri:

Weekend:

- What will be your most challenging task this week? How will you manage your time to get everything done?

Coach's Reflection: